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**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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elements which are under the executive direction of an associate administrator, or head of an office or service, and the elements that report directly to the regional administrator, who reports to the Executive Director for Policy, Plans, and Resource Management.

Existing agency directives, regulations, and other documents referenced in this order will be changed or revised, as appropriate, by the office of primary interest to reflect the straightlined organizational concept.

A handwritten signature in black ink, reading "T. Allan McArtor". The signature is fluid and cursive, with a long horizontal stroke at the beginning and a trailing flourish at the end.

T. Allan McArtor
Administrator

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the Aviation Standards National Field Office. This order also contains delegations of authority to regional and center officials.

2. DISTRIBUTION. This order is distributed to the division level in Washington, regions, and centers with a limited distribution to all field offices and facilities.

3. CANCELLATION. Order 1100.5B, FAA Organization - Field, dated June 22, 1983, is canceled.

4. EXPLANATION OF CHANGES. This revision:

a. Revises the regional structure to place the program divisions, Aircraft Certification, Flight Standards, Aviation Medical, Airway Facilities, Air Traffic, Airports, and Civil Aviation Security Divisions under the executive direction of the Washington headquarters counterpart organization. The basic regional organization chart identifies the organizational elements which report to the Washington headquarters.

b. Retitles the regional directors as regional administrators. The regional administrators continue to exercise executive authority over the regional administrative staffs and divisions within their respective areas of jurisdiction.

c. Places the regional administrators under the executive direction of the Executive Director for Policy, Plans, and Resource Management.

d. Retitles the Regional and Center Counsels as Assistant Chief Counsels. The Assistant Chief Counsels will report to the Chief Counsel.

e. Transfers the Airmen and Aircraft Registry from the Aeronautical Center to the Aviation Standards National Field Office and retitled the Airmen and Aircraft Registry Division.

f. Contains delegations of authority for the acquisition of office furniture.

g. Incorporates all approved changes to Order 1100.5B through CHG 44.

b. The Director of Management Systems may issue nonsubstantive changes that may be required to keep this order up to date.

6. FAA ORGANIZATION MANUAL. This order is one of several orders that concern the FAA organization. Each of the orders pertain to specific areas of the FAA organization. The other orders are:

a. Order 1100.1A, FAA Organization - Policies and Standards, contains general organization policies, standards, concepts, and philosophy applicable throughout FAA.

b. Order 1100.2C, Organization - FAA Headquarters, prescribes the organization and functions of the offices and services to the division level.

c. Order 1100.148B, Federal Aviation Administration Organization Manual, contains the mission and functional statements for the FAA organizational elements approved by the Secretary of Transportation.

7. REGIONAL AND CENTER SUPPLEMENTS. One copy of each regional and center supplement to this order will be provided to the Office of Management Systems and to the office or service with a functional interest in the supplement.

8.-199. RESERVED.

CHAPTER 2. BASIC REGIONAL ORGANIZATION

aircraft, insure air safety, and promote aviation in the United States and abroad. (See Appendix 2, Regional Office Locations and Geographical Areas of Responsibility, for regional boundaries.)

201. STRUCTURE. Figure 2-1, Basic Regional Organization, contains the organizational structure intended for application without change through the division and staff level. A regional organization chart to the branch level, including titles and routing symbols, will be published in each regional chapter.

202. EXCEPTIONS TO THE BASIC STRUCTURE.

a. Regional administrators may approve changes below the staff and division level for those elements reporting directly to the regional administrator without prior Washington headquarters approval or coordination.

b. Regional administrators shall request approval for changes of functional responsibility at the staff and division level by the Executive Director for Policy, Plans, and Resource Management for those elements reporting directly to the Regional Administrator. Each such staff and division modification shall be published in the appropriate regional chapter in this order.

c. Regional division and staff managers under Washington control shall submit division or staff changes to the parent organization in Washington for coordination and publication in Order 1100.5C. The Associate Administrator for Administration approves these changes after appropriate coordination.

d. An International Aviation Officer may be established as a staff officer responsible for advising and assisting the regional administrator and members of the regional administrator's staff, including field offices engaged in international activities, regarding United States international policy and regarding the political and other special attributes, conditions, and customs affecting international activities of the agency.

e. The regional aviation safety staff, located in each region, is composed of headquarters positions under the executive direction of the Associate Administrator for Aviation Safety.

f. Special functions, authority, and responsibility that are not specifically assigned elsewhere in this chapter may be vested by each regional administrator in such officer or organizational element as deemed appropriate. These shall be shown in the supplementary organizational directives of the regions.

h. Approved exceptions to the basic regional organization shall be documented in the appropriate regional chapter in this order.

i. The Director of Management Systems may issue changes to the basic regional organization in the appropriate regional chapter which are within authority of the regional administrator.

203. AIRCRAFT CERTIFICATION DIRECTORATES.

a. The field elements of the Aircraft Certification Service are organized under four "directorates" rather than the standard structures in each region. Each directorate is located at the regional office of a "host region" and is managed by a Directorate Manager who reports to the Director, Aircraft Certification Service. The geographical boundaries of the directorates exceed the geographical boundaries of the host region. The directorate host regions are the New England, Central, Southwest, and Northwest Mountain.

b. In addition to the typical field program implementation responsibilities, each directorate has an assigned area of national policy formulation and standardization responsibilities, and special delegations are made to the Directorate Managers of a kind more typically assigned to Washington headquarters elements in other programs.

c. The national policy formulation and standardization responsibilities, directorate geographical boundaries, special relationships, and special delegations to the Directorate Managers are provided in Order 1100.2C.

204.-209. RESERVED.

The regional administrator will exercise executive direction over the administrative staffs within their respective areas. These include logistics, accounting (where appropriate), management systems, public affairs, communications control, international aviation, civil rights, and human resource management. The regional administrator participates in general policy, planning, and budget formulation and execution and is responsible for the budgets of those areas over which executive direction is exercised. The regional administrator provides executive direction for local multi-program issues which require a central focal point, including operational emergency activities. Additional responsibilities include interfacing with industry, the public, and various governmental bodies at the regional level; and participating in the selection and rating of key functional managers in the region. The appraisal, planning, and emergency operations functions are assigned to the office of the regional administrator. The regional administrator actively supports all agency programs and special initiatives and provides assistance as appropriate.

211. DEPUTY REGIONAL ADMINISTRATOR. The deputy serves as acting regional administrator in the absence or disability of the regional administrator. The deputy aids the regional administrator in performing the functions and exercising the authority and responsibility vested in the latter. The deputy serves as the central point of contact for emergency operations activities within the assigned geographical area.

212. SPECIAL RELATIONS. The regional administrator shall provide the full range of administrative support services within the assigned geographical area; these include logistics, accounting (where appropriate), management systems, public affairs, budget, communications control, civil rights, human resource management, and other such non-operational functions as are necessary.

213.-219. RESERVED.

prohibited.

b. Regional administrators derive their authority from the Administrator through the Executive Director for Policy, Plans, and Resource Management. Except where the Administrator otherwise provides, they are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, guidelines, standards, systems, and procedures. The regional administrators exercise executive direction over the public affairs, communications control, civil rights, human resource management, budget, logistics, and management systems organizations. The appraisal, planning, international aviation, and emergency operations functions will also be under the executive direction of the regional administrators. The accounting function will continue to be performed by those regions now assigned this function.

c. Regional administrators shall request guidance from the Washington headquarters when agency standards and procedures have not been established. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, regional administrators shall report such problems to the appropriate level in the Washington headquarters. In the event of conflict between these and the regional administrator's delegated authority, the regional administrator shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, the regional administrator will refer the problem to the appropriate associate administrator or to the Executive Director for Policy, Plans, and Resource Management. Pending resolution, or in the event of an emergency, regional administrators is authorized to take such actions that are necessary and consistent with agency interests, objectives, and policy. Regardless of the regional administrator's authority, a regional administrator may submit any matter to the Washington headquarters for advice, decision, or action when it is warranted.

d. Regional administrators serve as the focal point and have signatory authority for administrative items which may cross program lines. Specifically, regional administrators have signatory authority for OIG/GAO correspondence, FOIA requests/denials, congressional correspondence, and responses to the Administrator's Hotline inquiries.

fire that would otherwise occur.

f. Regional administrators and center directors may review and approve for payment any vouchers for \$25 or less which are questioned by certifying or disbursing officers. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

g. Regional administrators and center directors are authorized to determine the existence and amount of indebtedness and the method of collecting repayments from employees within their geographic jurisdictions. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

h. Regional administrators and center directors are authorized to disclose information from the accounting system of records that individuals are responsible for claims provided that such disclosures are made in accordance with 31 U.S.C. 3711(f). This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

i. Regional administrators and center directors are authorized to collect claims from persons by means of administrative offset in accordance with procedures prescribed by 31 U.S.C. 3716 and collect claims by salary offset for employee debts in accordance with procedures prescribed by 5 U.S.C. 5514 or other applicable laws. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

j. Regional administrators and center directors are authorized to enter into contracts with any persons or organizations, under such terms and conditions as the regional administrators and center directors consider appropriate, for collection services to recover debts owed to the United States, in accordance with 31 U.S.C. 3718. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

k. Regional administrators and center directors are authorized to assess interest, penalty, and administrative cost charges on delinquent claims provided that the assessments are made in accordance with 31 U.S.C. 3717. This authority may be redelegated to an appropriate level, such as to the manager of the accounting office.

approve acquisitions for systems furniture acquisition estimated to cost less than \$200,000.

n. Regional administrators and center directors are authorized to approve procurement requests for systems furniture costing \$200,000 or more, but shall withhold procurement action until the Director, Acquisition and Materiel Service or the Associate Administrator for Administration has approved the project plan for systems furniture acquisition, as appropriate, and the Assistant Secretary for Administration has approved the procurement prenotification as required by Order 4405.16, Prenotification Review of Proposed Acquisition and Assistance Actions and Related Matters.

o. Regional administrators and center directors are authorized to approve the acquisition of conventional office furniture estimated to cost \$50,000 or more. This authority may be redelegated for any acquisition of conventional office furniture estimated to cost below \$50,000.

p. Regional program managers derive their authority from executive directors through the cognizant associate administrator and/or head of office or service (if so delegated) having program responsibility.

regulations.

b. International treaties, agreements, commitments, policies, political or protocol requirements; or instructions of United States Ambassadors, in countries to which they are accredited.

c. Policies, program objectives, directives, and instructions issued by or on behalf of the Administrator.

d. Program guides, standards, systems, and procedures promulgated by an executive director, associate administrator, or the head of an office or service, except in accordance with paragraph 220b.

a. General Management and Administration. The regional administrator and division/staff managers under Washington operational control shall not:

(1) Open, close, or move an FAA field office or facility that deals with the public, except as indicated in Order 1100.1A, FAA Organization - Policies and Standards.

(2) Modify regional organizational structure or functional assignments prescribed by the Administrator in this order except as indicated in Order 1100.1A.

(3) Purchase or rent automatic data processing equipment or modify a national system involving the use of automatic data processing equipment for any office not reporting directly to the regional administrator.

(4) Release, or authorize the release of, classified information except as indicated in Order 1600.2B, National Security Information.

(5) Suspend or remove an employee or deny employment to an applicant under Executive Order 10450, Security Requirements for Government; deny or revoke access authorizations under E.O. 10501, Safeguarding Official Information in the Interests of the Defense of the U.S.; or deny, suspend, or revoke access authorizations under E.O. 10865, Safeguarding Classified Information Within Industry.

(6) Approve the procurement and use of electrical or electronic systems for secure communications.

(7) Procure or produce a motion picture film or videotape production as defined in Order 1200.8C, Public Information Activities and Programs. (This does not include technical film reports including footage produced for documentary and record purposes in support of approved medical or research or development projects.)

(8) Procure, install, or dispose of printing equipment without prior approval of the Office of Management Systems.

(9) Redelegate authority to make those determinations on furnishings in personnel quarters, as set forth in paragraphs 5a, c, f, and 6b and c of OMB Circular A-15. Exercise of this authority is limited to the regional administrator.

(2) Issue notices of proposed rulemaking or final rules, issue grants or denials of petitions for exemptions, or act on petitions for rulemaking, except as provided in Part 11 of the FAR's or otherwise delegated by the Administrator in writing. With respect to the airworthiness standards for which they have responsibility, Aircraft Certification Directorates have been delegated authority to:

(a) Issue, amend, extend, or withdraw notices of proposed rulemaking.

(b) Grant or deny exemptions. This authority is expressly granted in Order 8000.51, Aircraft Certification Directorates.

(3) Issue waivers to an FAR, except as provided in the FAR.

(4) Communicate with the Attorney General or Comptroller General, except that contracting officers may request an opinion of the Comptroller General over their own signatures, and regional administrators may:

(a) Recommend relief from the Comptroller General for losses or deficiencies of \$150 or more for disbursing officers, cashiers, or other accountable officers in their accounts (see paragraph 222c(9)).

(b) Communicate with the Attorney General with respect to regional condemnation matters.

c. Financial Management. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Adjust regional fiscal programs, except as provided in Order 2500.3E, Delegation of Authority to Adjust Budget Estimates, Fiscal Programs, and Projects in the F&E Appropriations, and Order 2500.30C, Delegation of Authority to Adjust Regional and Center Fiscal Programs in the Operations Appropriation.

(2) Reprogram leased communication services involving changes to national programs, exceptions to policies, or waivers to planning standards without prior approval from the FAA headquarters when such costs are:

(a) Nonrecurring of \$1,000 or more.

(b) Recurring that have monthly charges of \$500.

(c) Total \$6,000 or more annually.

(3) Make contacts with the Office of the Secretary of Transportation requesting information to be used in determining the financial capabilities of air carriers.

included in an approved fiscal program or budget estimate if individual lease costs would be increased by more than \$50,000 annually, until clearance with the Office of Budget to assure availability of funds or if not in accordance with applicable regulations and statutes. Changes solely for utilities or supporting service costs are excluded from this provision.

(7) Compromise, terminate, or suspend collection action on claims due the agency in excess of \$20,000. Uncollectible claims in excess of \$20,000 will be forwarded to the Office of Accounting for referral to the General Accounting Office or the Department of Justice for litigation. The regional administrator's authority with respect to claims may be redelegated to the Manager, Accounting Division. This subparagraph does not extend to claims arising out of civil penalty actions.

(8) Waive a claim in whole or in part resulting from the erroneous payment of pay made to an employee when:

(a) The amount is in excess of \$500. Claims in excess of \$500 can only be waived by the Comptroller General of the United States. The regional administrator's authority to waive a claim of \$500 or less may not be redelegated.

(b) The claim is the subject of a General Accounting Office exception or the claim has been transmitted to the General Accounting Office for collection or to the Attorney General for litigation, regardless of the amount of the claim.

(9) Grant relief to disbursing officers, cashiers, or other accountable officers for losses or deficiencies of \$150 or more in accordance with 31 U.S.C. 82a-1. The regional administrator shall determine the cause of such losses or deficiencies and may recommend to the Comptroller General that relief be granted. The authority of the regional administrator to grant relief, except where exceptions or charges have been raised by the General Accounting Office, to disbursing officers, cashiers, or other accountable officers for losses or deficiencies of less than \$150 may not be redelegated.

e. Human Resource Management. Regional administrators and division/staff managers under Washington operational control shall not:

(1) Establish; set the basic pay rates for; make appointments, promotions, reassignments, or details to; demote or remove the incumbent of; evaluate or abolish those positions identified as executive positions by paragraph 6 of Order DOT 1100.48, Departmental Executive Resources Board.

(2) Detail an FAA employee to the Executive Office of the President, to a Congressional committee, to an international organization, or to a foreign government.

(3) Set pay rates for or appoint experts and consultants.

(4) Take final action without OST and FAA headquarters approval with respect to Schedule A, B, and C positions to:

(a) Establish or abolish such positions.

(b) Hire into such positions.

(c) Promote persons in such positions except for quality and periodic within grades.

(d) Transfer personnel to such positions either permanently or on detail.

(e) Transfer personnel from such positions to career Civil Service positions.

Exception: Actions under Schedules A and B, limited to one year or less at grade GS-9 and below or equivalent, are excepted from this limitation. Also excepted from this limitation are all actions involving Schedule A positions under C.S. Reg. 213.3102(t) and (u) and Schedule B positions under C.S. Reg. 213.3203(a).

(5) Appoint, assign, reassign, or terminate military personnel serving in the agency under provisions of action 302(c) and (k), Federal Aviation Act.

(6) Approve wage schedules or determine geographical coverage of locality wage schedules. This limitation shall not apply to wage rates determined locally for temporary construction workers.

(1) Procure specialized hangar, line, and shop equipment except within the standards established by the FAA headquarters.

(2) Purchase, lease, rent, or otherwise acquire aircraft except as indicated in Order 4040.9C, FAA Aircraft Management Program.

(3) Change or modify agency aircraft and associated avionic equipment except as approved by the Aviation Standards National Field Office. The Aviation Standards National Field Office will also be responsible for project management and funding requirements.

g. Material, Property, and Supply Management. Regional administrators, center directors, and regional division/staff managers under Washington operational control shall not:

(1) Exercise procurement or contracting authority except as delegated by Order 4405.1C, Delegation of Contracting Authority.

(2) Award any contract or procurement action for the acquisition of aircraft, before the approval of the Administrator or Deputy Administrator, or the Director, Aviation Standards National Field Office, has been obtained as required under Order 4040.9C, FAA Aircraft Management Program.

(3) Award any contract over \$200,000 for which OST Office of Public Information release is required (SBA Section 8(a) awards and interagency agreements are excluded) shall be awarded subsequent to notification from the Office of Public Affairs (APA).

at an airport other than primary if the cumulative Federal share during a fiscal year exceeds \$1 million, nor modify a project to cause the cumulative Federal share during a fiscal year to exceed \$1 million.

(3) Add a new project to the Airport Improvement Program for development of primary airports if cumulative discretionary funds during a fiscal year exceed \$2.5 million, nor modify a project to cause the cumulative discretionary share during a fiscal year to exceed \$2.5 million.

(4) Divert any Airport Improvement Program funds to an airport site other than that for which it was intended when the allocation was approved.

(5) Add any integrated airport system planning project to the Airport Improvement Program if the Federal share exceeds \$250,000.

(6) Add an item of development or planning effort to a programmed project if such item was previously disapproved at the Washington level.

(7) Increase an allocation when funding requires an increase in funds of another Federal agency until that other agency has authorized the increase in its supplemental grant.

(8) Change or modify the standard terms and provisions of the form of Application for Federal Assistance, Grant Agreement, and Federal Assistance (Standard Form 424).

(9) Terminate any Grant Agreement for planning or development for cause without prior concurrence of the Associate Administrator for Airport System Development when such concurrence is requested upon headquarters review of the termination proposal.

(10) Approve final environmental impact statements or supplement to final environmental impact statements for actions subject to Section 102(2)(C) of the National Environmental Policy Act of 1969 that involve:

(a) Any new airport serving a metropolitan area.

(b) Any new runway or runway extension for an airport, any part of which is located in a metropolitan area and is either certificated under Section 612 of the Federal Aviation Act of 1958, as amended, or used by large aircraft (except helicopters) of commercial operators.

(c) Any project to which a Federal, State, or local government agency has expressed opposition on environmental grounds.

those listed in paragraph 222h(10) without the concurrence of the Director of Airport Planning and Programming when such concurrence is requested upon headquarters review of the draft statement.

(12) Release an entire airport from all of the terms and conditions of a Grant Agreement, Surplus Property Instrument of Disposal, or a deed issued pursuant to Section 16 of the Federal Airport Act, Section 23 of the Airport and Airway Development Act, or Section 516 of the Airport and Airway Improvement Act.

(13) Recommend to the General Services Administration classification and disposal of surplus real property for airport revenue-producing purposes when the property will not be included within the boundary of the airport.

(14) Redesignate authority to approve FAA Form 5280-2, Airport Operating Certificate, Airport Certification Program.

(15) Approve modifications to airport design and construction standards except as provided in Order 5300.1C, Approval Level for Modification of Agency Airport Design and Construction Standards.

(16) Grant or deny petitions for exemption from the requirements of Federal Aviation Regulations, Part 139, Certification and Operations: Land Airports Serving CAB-Certificated Air Carriers, filed on behalf of military airports.

(17) Approve or disapprove an airport noise compatibility program submitted under Federal Aviation Regulations, Part 150, Airport Noise Compatibility Planning.

(18) Take an agency position on an airport use restriction proposal without prior coordination with the Associate Administrator for Airports.

necessary, approved by Washington headquarters. This limitation does not apply to informal meetings on day-to-day operating problems at the working level or those concerning implementation of approved programs.

(2) Approve any changes in policies, plans, or programs required to carry out treaty or FAA statutory responsibilities internationally, except as specifically authorized by the Administrator on individual assignments.

(3) Approve any changes in aviation aspects of international agreements.

(4) Enter into negotiations to develop, coordinate, and execute economic plans and programs designed to encourage and foster the development of international civil aeronautics and air commerce abroad, except under specific policy guidance issued by Washington headquarters.

(5) Contact any international organizations, such as ICAO, EURO-CONTROL, NATO, SEATO, CENTO, including any field offices of such organizations, except in matters involving execution of approved plans and programs of the agency, and on the day-to-day type of operating problems of common interest.

(6) Provide aviation assistance to foreign governments or to international organizations, except under specific delegation, or in those instances where such advice and assistance can be informally provided by regional staff without an increase in resources allotted for this specific purpose.

(7) Negotiate with respect to facilities and equipment installations in foreign countries, except under specific delegation. This does not preclude technical discussions relating to installations or operation of equipment provided in previously approved plans.

(8) Undertake negotiations with the Department of State (DOS), its embassies or offices, concerning international aviation programs or policy matters without the approval of Washington headquarters. This does not preclude contacts with DOS, embassies, or field offices for the purpose of obtaining or exchanging information or discussing day-to-day operating problems.

officer within specific limitation upon proper delegation of authority by the contracting officer.

(2) Procure equipment or devices to be used for air traffic control or navigation for which the specifications have not received prior agency approval. This does not include those supplemental equipment elements, systems, devices, parts, and supplies (other than Washington-furnished) essential to assembly of completed standard facility installations.

k. Air Traffic Management. Regional administrators and air traffic division managers under Washington operational control shall not:

(1) Issue instructions or provide interpretation which change national air traffic control policy, procedures, and instructions.

(2) Approve changes in Oceanic Flight Information Region/Control Area Boundaries.

(3) Approve International Oceanic Routes that may require coordination with other than adjacent areas.

(4) Approve changes to ICAO documents and to appropriate Air Navigation Region Plans.

(5) Make final airspace determinations involving airport cases where:

(a) Questions or situations are not covered by existing policy.

(b) Two or more affected regions disagree.

(c) Military proposals are received from the Department of Defense, pursuant to Section 308(b) of the Federal Aviation Act of 1958, in the form of the Annual Military Construction Program.

(6) Rule upon a petition for a public hearing under Part 77 of the Federal Aviation Regulations.

(7) Commit the region or the agency to include new or specific data in flight information publications or aeronautical charts issued by or controlled by FAA through the Air Traffic Operations Service, without prior Washington headquarters approval.

producer, except as specifically approved by Washington headquarters or as arranged for under a system approved by Washington headquarters.

l. Medical Research, Standards, and Procedures. Regional administrators and regional flight surgeons under Washington operational control shall not:

(1) Make final agency evaluation and decision on medical certification appeal cases.

(2) Approve new medical programs and furnish professional guidance instructions concerning the implementation procedure.

m. Research and Development. Regional administrators and division/staff managers under Washington operational control shall not conduct any formal research and development, except in conjunction with, or incidental to:

(1) Agency-approved R&D projects.

(2) Engineering efforts required for achieving satisfactory or improved performance characteristics in site adaptation, construction, and installation of facilities being established under assigned F&E projects.

(3) Efforts by system maintenance organizations to achieve improved equipment performance characteristics. Technical data developed through the preceding items must be submitted to Washington headquarters by the regions as quickly as possible, so as to ensure maximum gain for the agency.

n. Flight Safety, Standards, and Procedures. Regional administrators and division/staff managers under Washington operational control having foreign area geographic responsibility shall not take action to restrict, suspend, or amend the approvals of U.S.-certificated air carriers and commercial operators operating in foreign areas, when emergency conditions exist in such areas, except as provided in Order 1900.1C, FAA Emergency Operations Plan, or its successor.

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SECTION 4. STAFF ELEMENTS

administrative management and such other functions as the regional administrator may direct. Regional administrators may elect not to have a Manager of Administrative Systems, in which case the administrative services elements will report to the regional administrator. The position of Manager of Administrative Systems is optional. The Manager of Administrative Systems assists the regional administrator in the supervision of the following elements:

- a. Human Resource Management Division.
- b. Accounting Division.
- c. Budget Division.
- d. Logistics Division.
- e. Management Systems Division.

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Public Information Activities and Programs, and collaborates, as appropriate, with other major offices and with agency headquarters.

b. Structure. No formal structure is prescribed.

c. Functions. The Public Affairs Staff:

(1) Develops programs and guidelines for regional and local public affairs activities in conformity with established agency policies.

(2) Serves as the regional focal point for handling queries from the news media, aviation community, and the general public concerning informational matters.

(3) Acts as the regional releasing authority for official releases to news media.

(4) Serves as the designated focal point for releasing information and responding to queries concerning aircraft accidents and/or incidents.

(5) Develops procedures and guidelines for regional implementation of emergency information programs and activities to conform to imposed censorship policies and regulations.

(6) Provides support to nationally directed programs and activities as required.

(7) Administers the regional speakers bureau and assures proper regional representation in meetings of the aviation community and the public, in business, civic, or educational fields.

(8) Coordinates and monitors regional and local plans for open houses and dedications to assure compliance with agency policy outlined in Order 1200.8C.

(9) Administers regional employee information activities and supports the headquarters internal communications program as required.

(12) Evaluates the effectiveness of overall regional public affairs activities, recommending modification of policies and procedures and improvements in regional public affairs practices, as appropriate.

d. Special Delegation. Reserved.

e. Special Relations. The regional Public Affairs Staff shall:

(1) Carry on continual coordination with the Office of Public Affairs with respect to policy guidance and exchange of information concerning events, developments, or trends affecting FAA and/or OST interests and objectives.

(2) Coordinate with and assist appropriate representatives of the National Transportation Safety Board on matters relating to the release of aircraft accident and/or incident information.

(3) Respond to program and policy guidance on employee information matters issued by the regional Human Resource Management Division of the Associate Administrator for Human Resource Management.

b. Structure. No formal structure is prescribed.

c. Functions. The Operations Center:

(1) Provides prompt and reliable communications to and from FAA top management to enable regional officials to respond quickly to routine and emergency operations.

(2) Serves as operations control office for the region during natural disasters and national emergencies, providing coordination and initiating action as specified during the absence of the regional administrator and staff officers.

(3) Maintains current information as to the status of operations in the region by screening and summarizing information as to the outages, significant occurrences, weather, utilization of agency aircraft, accidents, and incidents.

(4) Develops for issuance by the regional administrator procedures governing the provision of staff communications for the regional headquarters and field offices and facilities (coordinating, as necessary, the procedures with military facilities); and recommends and applies regional procedures for implementing national accident and incident notification procedures.

(5) Provides rapid, reliable, and effective methods of obtaining, processing, summarizing, and presenting information to the regional administrator and regional personnel.

(6) Monitors selected communications media (radio, TV, newspapers, and periodicals) and alerts the regional administrator of significant items, relating such news items to the current state of FAA activities, services, or resources.

(7) Operates communications services to meet the specialized requirements of the regional headquarters and field offices and facilities; and controls and operates the regional office message center, including related cryptographic equipment and materials.

(8) Assists in the aircraft accident and incident notification of regional and National Transportation Safety Board officials and coordinates the obtaining, analysis, and rapid dissemination of information regarding accidents so that key FAA personnel are kept informed.

(9) Performs such other functions as may be assigned by the regional administrator that are consonant with its mission.

performance of agency functions and enforcement of agency requirements within the region. Regional and center counsel have been renamed Assistant Chief Counsel for each region and center; therefore, all references to regional and center counsel in Part 11 and Part 13 of the Federal Aviation Regulations should be construed as references to Assistant Chief Counsel for each region and center.

b. Structure. No formal structure is prescribed.

c. Functions. Under the supervision of and in coordination with the Chief Counsel, the Assistant Chief Counsel:

(1) Provides legal counsel, advice, and assistance to the regional administrator, the regional headquarters staff, and other component organizations of the region.

(2) Determines and takes legal action with respect to alleged violations of laws and agency regulations which are handled by regional components.

(3) Serves as agency counsel in enforcement proceedings before the National Transportation Safety Board (NTSB).

(4) Advises and assists United States attorneys on matters arising out of regional activities, including litigation pertaining to environmental problems, airport noise disturbance, encroachment on area of Federal jurisdiction, criminal enforcement, proceedings for the collection of civil penalties, condemnation actions in connection with the establishment of air navigation facilities, litigation arising from personnel adverse actions, and, as assigned by the Chief Counsel, proceedings under the Federal Tort Claims Act, and other litigation affecting or involving the agency.

(5) Monitors and makes recommendations or takes action as appropriate with respect to judicial and legislative development within the region affecting the agency.

(6) Serves as, or assists, the FAA spokesperson at NTSB accident investigation hearings and deposition proceedings when designated by the Chief Counsel.

represents the agency, as counsel, in administrative hearings with respect to adverse actions and grievances.

(9) Furnishes legal opinions, clearances, assistance, and counseling to the regional administrator, his staff, and other components of the region with respect to the administration of all of the agency programs.

(10) Provides legal review and clearance of determinations reached in aeronautical studies of proposed structures affecting navigable airspace, under Part 77, Objects Affecting Navigable Airspace, determinations and approvals required in the processing of airworthiness directives issued by the regions pursuant to Part 11, Federal Aviation Regulations.

(11) Reviews terminal airspace proposals for rulemaking actions, draft notices, rules, or notices of denial, as appropriate, for publication in the Federal Register, and maintains a public docket pursuant to the requirement of Section 11.11 of Part 11 of the Federal Aviation Regulations.

(12) Adjudicates employee claims filed pursuant to P.L. 88-558 and Order 2700.14B, Employee Claims Manual.

(13) Reviews and negotiates settlement of claims under the Federal Tort Claims Act and claims for damage to Government property.

(14) Develops policies, procedures, standards, and guidelines required in addition to national policies, procedures, standards, and guidelines for the handling of legal matters in order to assure effective performance of those responsibilities and agency conformation with all legal requirements of applicable rules, laws, regulations, and orders.

(15) Provides, within the Directorate regions, initial review of the regulatory actions taken by the Directorates to ensure their legal adequacy. The Office of the Chief Counsel monitors and evaluates the reviews made by the Assistant Chief Counsel to ensure consistency and conformity with FAA, DOT, and OMB rulemaking policies and procedures.

(16) Takes steps necessary to effect the seizure of aircraft under the Federal Aviation Act as assigned by the Chief Counsel.

(17) Reviews confidential statement, garnishment orders and related documents, and subpoenas issued to the agency or to an agency employee in his/her official capacity. Reviews documents which support environmental decisions and determines the legal sufficiency of the documents. Issues conflict of interest determinations.

d. Special Delegations.

(1) Subject to specific delegations contained in the Federal Aviation Regulations, limitations contained in Order 2150.3A, Compliance and Enforcement Program, and the provisions of paragraph 234e(3), the Assistant Chief Counsel exercises authority of the Chief Counsel with respect to matters arising within the region.

(a) Under Sections 313(c) and 1004 of the Federal Aviation Act, the Assistant Chief Counsel is authorized to take evidence, issue subpoenas, take depositions, and compel testimony in the conduct of agency investigations and hearings authorized by the Federal Aviation Act or the Airport and Airway Development Act of 1970.

(b) Under Sections 609 and 1005 of the Act, the Assistant Chief Counsel is authorized, with respect to the issuance of notices, orders, and emergency orders, to amend, modify, suspend, or revoke various types of certificates as set forth in Section 609.

(c) Under Title IX of the Act, the Assistant Chief Counsel is authorized, with respect to the issuance of notices and order to assess civil penalties and the Assistant Chief Counsel is authorized to act with respect to the compromise, imposition, assessment, and collection of civil penalties.

(d) Under Section 1002 of the Act, the Assistant Chief Counsel is authorized to act, with respect to the filing of complaints with the Secretary of the Department involved against a member of the Armed Forces of the United States for violations of the Act or the regulations.

(e) Under Sections 1007 and 1008 of the Act, the Assistant Chief Counsel is authorized to act, with respect to the seeking of a writ of injunction or other process in the United States District Court.

(2) Assistant Chief Counsels for the regions derive their authority from the Chief Counsel. They are delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. They will continue to provide legal counsel, advice, and assistance to regional administrators, program managers, regional headquarters staff, and other cognizant organizations of the region.

Aviation Security, and counsel in the region. If the sanction recommended by the appropriate regional division is concurred in by counsel, counsel will immediately process the violation report. If counsel does not concur in the recommendation, the Assistant Chief Counsel shall consult with the appropriate division and attempt to reach agreement. If agreement does not prove to be possible, the matter shall be referred to the Chief Counsel who will make the final determination after consultation with the Associate Administrator for Regulation and Certification.

(2) Once the sanction is agreed upon, it is then the responsibility of counsel to prosecute the case to conclusion. However, during all subsequent FAA negotiations with the violator relating to the sanction, the appropriate regional division should be consulted and be present. However, once a case is in the hands of a United States attorney, or an order of the Administrator has been issued, the appropriate regional division need not be consulted regarding a change of sanction. Moreover, informal conferences may sometimes be held at locations at which consultation with these divisions might not be possible; in such cases, counsel may change a sanction without consultation with these divisions. However, in all such cases every such effort will be made to secure advance concurrence from the appropriate regional division on any change in sanction. All violations shall be processed to completion by counsel, subject to pertinent agency directives and the supervision of the Chief Counsel.

(3) Several categories of cases create Congressional and public interest. It is necessary for the headquarters to be continually advised of the exact status of any enforcement action involving these cases so that it may deal properly with Congressional and public inquiries concerning these cases. In order to accomplish this, regional assistant chief counsel shall keep the Assistant Chief Counsel, Regulations and Enforcement Division, continually advised of each step in the investigation, review, and enforcement action in significant cases. Significant cases are described in detail in Order 2150.3A and in coordination guidelines promulgated by the Chief Counsel.

(c) Medical denial cases appealed to the National Transportation Safety Board and appeals to the NTSB and the United States Court of Appeals.

(d) Cases having recognizable national implications.

(e) Cases having policy considerations requiring coordination with headquarters units, between FAA and the NTSB, or other agencies.

(f) Cases involving violations of Prohibited Areas P-25, P-29, and P-56, or any other prohibited areas established over Presidential residences.

(g) Cases involving violation of the Hazardous Materials Transportation Act and the DOT Hazardous Materials Regulations.

(h) Cases involving violation of the Federal Aviation Regulations by foreign persons or foreign companies within U.S. air commerce.

(5) The Assistant Chief Counsel shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

c. Participates in the regional accident and investigation program.

d. Conducts interdisciplinary team efforts to accomplish system safety evaluations at the regional level.

federally assisted activities, and other programs or efforts involving administration assistance, participation, or endorsement.

b. Structure. No formal structure is prescribed.

c. Functions. The staff:

(1) Develops and recommends to the regional administrator civil rights and equal opportunity programs, standards, and procedures to assure:

(a) Equal opportunity in internal regional employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e et seq.), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206(d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 CFR Parts 1600 through 1691). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(b) Equal opportunity by recipients of FAA-sponsored Federal assistance and related organizations within the region (Title VI of the Civil Rights Act of 1964, (42 U.S.C. 2000d et seq.), Section 30 of the Airport and Airway Development Act of 1970 (14 CFR Part 152, Subpart E), as amended (49 U.S.C. 1730), Section 520 of the Airport and Airway Improvement Act, and regulations of the Department of Justice (28 CFR Part 42, Subpart F and 28 CFR Part 50 specifically, section 50.3).

(c) That all regional programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(d) That technical advice or assistance requested by the Departmental Office of Civil Rights, Office of the Secretary of Transportation (OST), in investigations of alleged or suspected discriminatory practices be provided by civil rights specialists or other personnel appropriately trained for collateral duties of this nature and supervised by the civil rights specialists regularly assigned to the Civil Rights Staff.

(g) That small business concerns owned and controlled by socially and economically disadvantaged individuals participate in contracting and leasing opportunities provided by Department of Transportation programs as set forth in Sections 505(d) and 511(a)(17) of the Airport and Airway Improvement Act of 1982, as amended, and implementing regulations promulgated by the Secretary at 49 CFR Part 23; and works with the Logistics Division in support of the disadvantaged business program.

(h) That employees and employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

(2) Evaluates implementation by regional elements of approved equal opportunity and civil rights policies, programs, standards, and procedures.

(3) Serves as the regional Equal Employment Opportunity Officer as set forth in 29 CFR 1613.204(c), and regulations issued by the Equal Employment Opportunity Commission).

(4) Serves as the Regional Title VI Coordinator (Title VI of the Civil Rights Act of 1964, Executive Order 11247, and regulations of OST), as previously cited herein.

(5) Provides for, or conducts, in-depth equal opportunity compliance reviews (a) deemed necessary to assure effective program implementation within the region or (b) requested by higher authority; and conducts such reviews related to grant-in-aid activities as developed and implemented by regional elements.

(6) Develops or coordinates the development of all regional civil rights and equal opportunity reports and the regional input for all national civil rights and equal opportunity reports.

(7) Coordinates all regional activities involving assistance to American Indians and exerts positive efforts to bring such activities to the attention of American Indians.

(8) Provides for, and conducts investigations and analyses of, discrimination complaints filed under 29 CFR Part 1613.

(9) Serves as regional coordinator of the Historically Black Colleges and Universities (HBCU) Program (Executive Order 12320) to remove barriers, to improve administrative infrastructure, and to provide financial support for HBCU's to increase their capacity to participate in FAA-sponsored programs.

b. Structure. No organizational structure is prescribed.

c. Functions. The Human Resource Management Division:

(1) Advises, assists, and represents the regional administrator and other management officials of the region in all matters relating to human resource management, both internally and in communications and liaison with the Office of Personnel Management, recruiting sources, minority groups, other local agencies, industries, special committees, civic groups, and other external organizations.

(2) Provides continuing specialized assistance and advisory service to all managers and first-line supervisors concerning all matters relating to human resource management; assistance to management includes direct communication with employees when considered necessary or desirable.

(3) Implements human resource management and training policies established by Washington headquarters.

(4) Identifies the need for, establishes, and assists in implementing regional human resource management policies designed to meet the particular needs of regional management and other employees.

(5) Reviews and evaluates, on a regionwide basis and across organizational lines, all phases of human resource management activities to determine their overall effectiveness and strengthen any area of human resource management in which weaknesses are detected.

(6) Assures compliance with statutory and regulatory requirements and internal policies and program standards.

employee benefits and services; injury compensation; occupational safety; employee assistance program; internal drug testing programs (excluding periodic and pre-employment programs); technical training; management and supervisory training; human resource management training; performance standards and appraisal; incentive awards; suggestions; performance management system; performance management and recognition system; career development; organization development; employee participation groups; facilitator management; quality circles; employee attitude survey followup; human resource planning, evaluation, policy integration, and research; and the consolidated personnel management information system or related human resource management computerized systems.

(8) Participates in the equal opportunity program by assuring that all human resource management and procedural actions taken within the division are without regard to any factor that is irrelevant to the quality of performance or the qualifications for any regional position; promotes equal opportunity principles throughout the region as part of the basic human resource management responsibilities of the division.

d. Special Delegation. Reserved.

e. Special Relations. Reserved.

c. Functions. The Accounting Division:

(1) Participates in the development of the agency accounting and financial reporting system.

(2) Installs and maintains the agency accounting system, as applicable to the region and to the client regions listed in paragraph 24le, to provide effective services and accounting control relating to funds, property, and other assets, liabilities, costs, and revenues of the region. Within the design and specification of the agency system, provides for amplification to meet special regional needs.

(3) Operates the regional accounting and financial reporting systems, interpreting agency accounting and travel policies and regulations, determining entitlement to payment by, and indebtedness to, the United States (including the examination and certification of vouchers and payrolls), providing accounting services, maintaining controls, and producing timely financial reports and related information to meet agency requirements and regional requirements at all levels.

(4) Analyzes and presents accounting data to regional officials for management attention. Provides historical financial information for all official regional purposes.

(5) Provides, as a part of emergency operations, emergency accounting support capability to the client regions.

(6) Advises on proposed contracts, agreements, and other proposals to assure adequate recognition of requirements for FAA accounting needs and proper flow of financial documents, including those reflecting custodianship of Government property.

- (a) Alaskan Region - Alaskan Region.
 - (b) Central Region - Central and Great Lakes Regions.
 - (c) Eastern Region - Eastern and New England Regions.
 - (d) Southern Region - Southern Region.
 - (e) Southwest Region - Southwest Region.
 - (f) Western-Pacific Region - Western-Pacific and Northwest Mountain Regions.
- (2) The Aeronautical Center provides payroll services for the Alaskan, Eastern, New England, Northwest Mountain, and Western-Pacific Regions.
- (3) The Southern Region provides payroll services for the Washington headquarters, the FAA Technical Center, and the Southwest Region.
- (4) The Central Region provides payroll services for the Central and Great Lakes Regions.
- (5) The accounting liaison function will be performed by the Budget Division or to the division assigned the budget function in those regions not having an Accounting Division.

b. Structure. No organizational structure is prescribed.

c. Functions. The Budget Division:

(1) Advises and, as requested, assists the Washington headquarters in the development or improvement of agency budgetary policies and procedures. Implements agency policies and practices in the region and develops supplementary instructions required for regional purposes.

(2) Guides, advises, and works with divisions and staffs of the regional headquarters and the field operating facilities within the region in the preparation of budget estimates and annual and quarterly fiscal programs. Makes independent analyses of proposed program requirements and advises and assists the regional administrator in the assessment of manpower and fund requirements.

(3) Administers the fiscal work of non-straightlined programs of the region, recommending or, within delegated authority, making allocations of funds, staffing levels, and other resources in accordance with their availability and needs of regional programs. Evaluates the effectiveness of all regional program accomplishments from a budgetary standpoint and recommends or, within delegated authority, makes adjustments in non-straightlined resource allocations, as appropriate.

(4) Provides budgetary guidance and assistance to the regional administrator and all key regional officials, including those in field operating facilities, in the planning, funding, management, and evaluation of regional programs.

(5) Evaluates the effectiveness of budget operations in the region as a whole, including field operating facilities. Recommends modification of agency policies and procedures and improvements in regional budget practices, as appropriate.

(6) Advises and assists the regional administrator in the determination of future regional budgetary requirements consistent with the agency Multi-Year Program and Financial Plan. Reviews for adequacy and consistency and advises the regional administrator and other officials with respect to data prepared by the region in support of national program plans.

accomplish assigned missions of the region. Until further guidance, the budget division is responsible for analyzing all regional budget estimates, projecting requirements and costing selected budgetary items, and for making recommendations to the regional administrator.

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regional operations.

b. Structure. No organizational structure is prescribed.

c. Functions. The Logistics Division:

(1) Advises and assists regional administrator and other management officials on logistics and contractual matters.

(2) Develops regional logistic policy and systems and implements regional or national systems and policy.

(3) Participates in developing overall regional objectives and goals and orients logistics and contracting efforts accordingly.

(4) Plans and directs the overall regional logistics and contracting operations and assures effective, efficient performance throughout the region.

(5) Assures, through regionwide coordination, that business aspects and judgments are introduced in the acquisition, management, and disposal of real and personal property.

d. Special Delegation. Reserved.

e. Special Relations. Reserved.

f. Subordinate Organizations. Reserved.

b. Structure. No organizational structure is prescribed.

c. Functions. The Management Systems Division:

(1) Plans and conducts regional organization and management studies and participates, as requested, in agencywide studies of this nature.

(2) Participates in agencywide studies to establish national staffing standards.

(3) Administers regional paperwork management programs relating to directives, records and microfilming, forms and reports, and correspondence.

(4) Participates in the development and analysis of plans for application of information systems services for functions within the region and recommends action to the appropriate regional approving official.

(5) Administers and promotes the regional data classification, coding, and standardization programs; provides leadership in the development of local (intra-regional) data standards; and assures appropriate coordination of data standards with other regions where more than one region is being served by a single data processing organization.

(6) Promotes regional management improvement through participation in management development programs and the introduction and application of effective management concepts, systems, and techniques.

(7) Administers the regional office systems and management information systems.

(8) Library material, information retrieval services, and public document facility responsibility.

(9) Provides regional information systems operations, systems, and programming services for assigned national and local ADP programs.

(10) Has responsibility for information systems development and applications through design, implementation, and operation of automated management and program-oriented information systems; provides computerized methods for achieving maximum management effectiveness in the utilization of regional fiscal, physical, and manpower resources.

(11) Provides information systems services and staff support to regional managers.

(12) Participates with, and provides assistance to, the Office of Management Systems in the conduct and implementation of information systems studies of FAA functions and operations, as required, to develop, promote, and improve systems and equipment in support of FAA programs.

(13) Works directly with regional organizations to implement approved data systems for providing required information for agency programs.

(14) Ensures compliance with Office of Management Systems operating standards and procedures; establishes other necessary operating standards and procedures to ensure efficient and effective use of information systems equipment and staff resources.

(15) Works directly with using organizations and the Office of Management Systems to establish priorities and schedules for information systems activities.

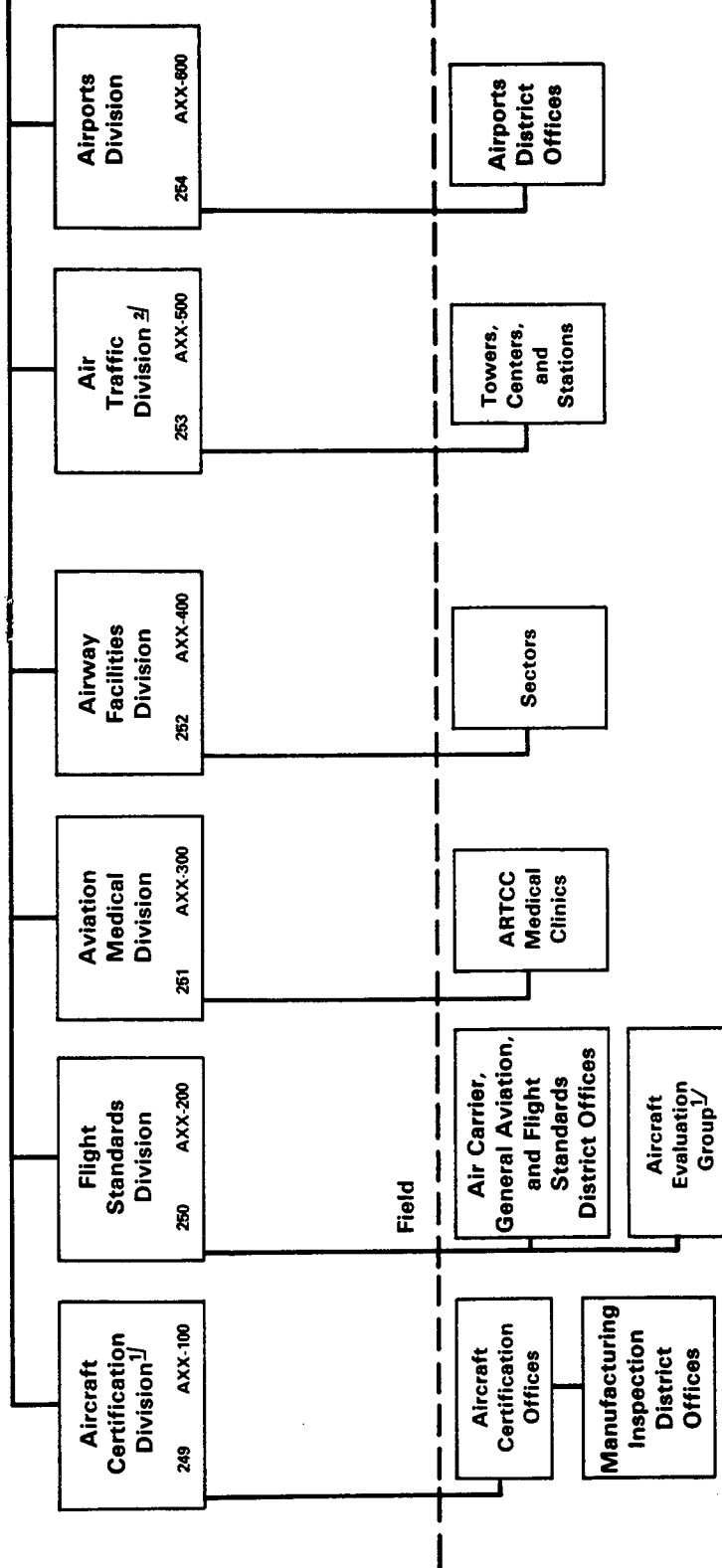
d. Special Delegations. Reserved.

SECTION 6. PROGRAM DIVISIONS

BASIC REGIONAL ORGANIZATION ^{2/}

Program Divisions

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1/ At the Central, New England, Northwest Mountain, and Southwest Regions only.

2/ These divisions report to Washington headquarters.

implementation responsibilities, special relations, and special delegations to the Directorate Managers are contained in Order 1100.2C. Each division manager serves as head of the Aircraft Certification Directorate. The Manager, Aircraft Certification Directorate, in the New England, Central, Southwest, and Northwest Mountain Regions reports to the Director, Aircraft Certification Service.

c. The Manager, Aircraft Certification Directorate, manages, directs, and monitors:

(1) Type (including amended and supplemental type) certification on a worldwide basis according to the category and kind of product identified by assigned FAR Parts and production and airworthiness certification or approval of a particular civil aeronautical product (aircraft, aircraft engines, propellers, materials, parts, appliances), within the geographical boundaries of the Directorate.

(2) Development and standard application of technical policies and regulations in the type certification program as assigned by FAR Part.

(3) Efficient, effective, and economical utilization of FAA resources in accomplishing certification programs within the assigned geographical boundaries.

(4) Continuous compliance with approved systems and takes enforcement action as may be necessary to assure continued compliance.

(5) Continuous airworthiness of the particular aeronautical product as assigned by FAR Part and taking corrective action as may be necessary to preclude unsafe flight conditions.

d. Structure. No specific organizational structure is prescribed. However, each directorate has subelements known as Aircraft Certification Offices (ACO), Manufacturing Inspection District Offices (MIDO), and Manufacturing Inspection Satellite Offices (MISO). The Directorates also have Manufacturing Inspection Offices (MIO).

(1) The term "Aircraft Certification Office" (ACO) means the aircraft Certification Directorate's operational subelement which administers and secures compliance with agency regulations, programs, standards, and procedures governing the type design of aircraft, aircraft engines, or propellers and provides certification expertise in the investigation and reporting of aircraft accidents, incidents, and service difficulties, depending on a particular division's organization structure.

programs; investigating and submitting enforcement reports on noncompliance with the FAR's; investigating and requiring appropriate corrective measures for service difficulties.

(3) The term "Manufacturing Inspection Satellite Office" (MISO) means an element of a MIDO or Manufacturing Inspection Branch that is responsible for the same activity as a MIDO, as applicable, within its assigned area.

(4) The term "Manufacturing Inspection Office" (MIO) means an element of the Directorate, located in the host region headquarters, which is charged with oversight of the MIDO's and MISO's and has responsibility for all manufacturing activities within the Directorate.

e. Functions. The Aircraft Certification Division:

(1) Within its assigned geographical boundaries of the directorate, the directorate:

(a) Administers the programs that secure compliance with agency regulations, programs, standards, and procedures governing:

1 The certification of type design, production, and airworthiness certification on approval of aircraft, engines, and propellers.

2 The approval of materials, parts, appliances, and replacement and modification parts.

(b) Exercises line authority over subelements of the directorate.

(c) Assures the prompt investigation and effective processing of violations of the regulations.

(d) Assures surveillance of all production approval holders and suppliers in accordance with current directives.

(e) Implements systems for the review, evaluation, investigation, and improvement of the effectiveness of aircraft certification regulatory programs.

(f) Provides aircraft certification expertise in the investigation of aircraft accidents.

(i) Conducts Type Certification and Production Certification Boards and provides representation on Flight Standards Flight Operations Evaluation Boards and Maintenance Review Boards.

(j) Conducts Airworthiness Directive Review Board and, in conjunction with the Flight Standards Division and the regional counsel, develops airworthiness directives for appliances or items approved under Technical Standard Order (TSO) Authorizations and Parts Manufacturer Approval (PMA) procedures, which are installed in several different aircraft or engine types.

(k) Manages the efficient, effective, and economic utilization of FAA resources on conducting certification programs.

(1) Appoints and monitors the activities of designated representatives of the Administrator, such as Designated Engineering Representatives (DER), Designated Manufacturing Inspection Representatives (DMIR), Designated Airworthiness Representative - Manufacturing (DAR-MFG), Delegation Option Authorization (DOA) manufacturers, and Designated Alteration Stations (DAS).

(2) As the directorate accountable for the FAR Part assigned, the functions of the directorate are as follows:

(a) Implements and directs the type (including supplemental type) certification program on a worldwide basis for products assigned by FAR Part to the directorate.

(b) For these products and the airworthiness standards related thereto:

1 Develops and provides technical policies and guidance related to type certification programs and service difficulty actions.

2 Monitors and evaluates the continued airworthiness of products approved under the assigned FAR Part(s).

3 Utilizes the necessary technical services of the Flight Standards Division via the Aircraft Evaluation Group (AEG) or its organization equivalent for the type or supplemental type certification process and for Airworthiness Directives Review Board Meetings.

6 Develops, coordinates, and recommends, for issuance by the Director, Aircraft Certification Service, notices of proposed rulemaking (NPRM) to amend their assigned FAR Parts, and amendments, extensions, or withdrawals thereof.

7 Develops, coordinates, and recommends, for issuance by the Administrator, final amendments to their assigned FAR Part(s).

8 Develops, coordinates, and recommends, for issuance by the Director, Aircraft Certification Service appendix to the airworthiness standards, amendments, suspensions, or cancellations thereof unless delegated to an Aircraft Certification Office.

9 Approves and issues type or supplemental type certificates, amendments, suspension, or cancellations thereof unless delegated to an Aircraft Certification Office.

10 Develops, coordinates, and issues grants or denials of petitions for exemption.

11 Develops, coordinates, and issues advisory circulars, amendments, or cancellations thereof.

12 Develops, coordinates, and issues national directives of the application of airworthiness standards for products approved under their assigned FAR Part(s).

13 Develops, coordinates, and issues notices of special conditions, final special conditions, and amendments, or cancellations thereof.

14 Develops, coordinates, and issues airworthiness directives on all associated aeronautical products (domestic or foreign).

15 Initiates recommendations to the Director, Aircraft Certification Service, for research and development activities.

16 Issues Delegation Option Authorizations (DOA).

17 Chairs or designates a person in the geographic Directorate to act as chairperson on Type Certification Board and provides representation on Production Certification Boards, Flight Operations Evaluations Boards, and Maintenance Review Boards.

difficulty investigation activities and ensures the implementation of corrective action when and where needed.

20 Performs special technical projects as requested by the Director, Aircraft Certification Service.

21 Determines the need for special airworthiness investigations, studies, and followup actions; conducts other special investigations or evaluations as needed or as requested by appropriate officials.

f. Special Delegations.

(1) Order 1100.2C, Organization - FAA Headquarters, contains special delegations to the Aircraft Certification Directorate Managers. These delegations pertain to the Aircraft Certification Division functions contained in paragraph 249e of Order 1100.5C.

(2) Due to the special nature of the Aircraft Certification Directorates, each regional aircraft certification division manager will serve as head of the Aircraft Certification Directorate. The Manager, Aircraft Certification Directorate, in the New England, Central, Southwest, and Northwest Mountain Regions has authority and responsibility for the aircraft certification program assigned. The division manager reports to the Director, Aircraft Certification Service. The Manager, Aircraft Certification Directorate, in the New England, Central, Southwest, and Northwest Mountain Regions has authority to issue airworthiness directives, special conditions, and exemptions for the aircraft certification regulatory program functions assigned to their directorate in accordance with established rulemaking procedures. This delegation also includes issuance of notices of proposed action leading to the issuance of these regulatory documents.

informed of all significant operational and/or political issues within its purview.

(2) Enforcement. The Aircraft Certification Division establishes the Aircraft Certification Directorate's position with respect to legal enforcement action in the aircraft certification programs and provides technical analysis and assistance to the Assistant Chief Counsel, including participating in hearing proceedings. The Assistant Chief Counsel conducts the legal processing of violation reports submitted in these programs and consults with the Aircraft Certification Division as to the sanction to be imposed in each case, with differences being resolved by the Chief Counsel upon consultation with the Associate Administrator for Regulation and Compliance.

(3) Assistant Chief Counsel. The Assistant Chief Counsel of the host region will be responsible for completing the legal review of all regulatory documents completed in the Directorates.

(4) Host Regional Administrators. The directorate managers will assure that good program communications concerning their total Aircraft Certification Regulatory Program (ACRP) are maintained with the regional administrator of their host region, including information of directorate activities outside the host region's geographical boundaries.

(5) Other Regional Administration. The directorate managers will be responsive to request for ACRP information concerning activities within any regional administrators' geographical boundaries and will make a special effort to assure that all regional administrators are kept informed of program activities within their regions on a periodic basis.

air navigation aids (except radar). The division is under the executive direction of the Director, Flight Standards Service.

b. Structure. No organizational structure is prescribed. However, the Flight Standards Division in the regions with an Aircraft Certification Directorate may have an Aircraft Evaluation Group (AEG) or equivalent organizational element.

c. Functions. The Flight Standards Division:

(1) Administers and secures compliance with agency regulations, programs, standards, and procedures governing:

(a) The inspection, certification, and surveillance of general aviation and air carrier operations.

(b) The recurrent certification and maintenance of aircraft.

(c) The examination, certification, and surveillance of all categories of flight operations and maintenance airmen and related examiners and air agencies.

(d) The investigation and reporting of aircraft accidents, incidents, service difficulties, and violations.

(2) Exercises line authority over Flight Standards Field Offices that are within the purview of the Associate Administrator for Regulation and Certification.

(3) Conducts, as required, evaluation of air carriers and general aviation operators.

(4) Manages and controls assigned agency evaluation, currency, and transportation (ECT) aircraft and the regional aircraft rental program.

(5) Provides focal point liaison regarding the region's requirements for flight inspection and instrument procedures services to be accomplished by the Aviation Standards National Field Office.

(6) Establishes regional requirements for new instrument procedures and receives and resolves user and industry comments on new and revised instrument procedures.

(9) Encourages and fosters the safe and orderly development of civil aviation in the region.

(10) Determines the need for, and makes substantiated recommendations for, new or amended regulations, policies, and procedures, and for research and development projects on matters not related to airworthiness standards.

(11) Provides for a continuing system of evaluation of all regional Flight Standards activities not related to aircraft certification programs to measure their effectiveness.

(12) Prepares the budget for the Flight Standards regional program.

(13) Provides, within the Aircraft Certification Directorate regions, aircraft evaluation services to the Aircraft Certification Offices (ACO). These services will normally be provided by the Aircraft Evaluation Group (AEG), where established, or by an equivalent organizational element. Services include operational and maintenance consultation, coordination, and assistance in aircraft certification and service difficulty programs and the continued airworthiness and operational considerations for the operating fleets, utilizing the policy and guidance specifically formulated for AEG function (see Chapter 63, Aircraft Certification Service, in Order 1100.2C).

(14) Serves as the focal point within the region for emergency airlift planning and coordination to carry out responsibilities assigned to FAA for State and Regional Disaster Airlift (SARDA), War Air Service Program (WASP), and Civil Reserve Air Fleet (CRAF) activities.

(2) The necessary evaluation and participation in aircraft simulation and flight tests to ensure that operational characteristics of new or modified aircraft or aircraft parts are suitable for FAR Parts 91, 121, or 135 service, and other appropriate operation regulations.

(3) Representation on, and operational coordination for, all type certification boards, airworthiness directive boards, flight manual review boards, etc.

(4) Providing a chairperson for, and participation in, Flight Operations Evaluation Boards, Flight Standardization Boards, and Maintenance Review Boards.

(5) The issuance of Flight Operations Evaluation Board, Flight Standardization Board, and Maintenance Review Board findings, including Master Minimum Equipment Lists, training programs, maintenance programs or other related items, and coordination on all initial issuances of transport category or general aviation aircraft flight manuals, and changes or supplements to their limitations or procedures section.

(b) The Aviation Standards National Field Office (see chapter 18) is responsible for managing the flight inspection portion of the aircraft rental program.

(c) The regions are responsible for negotiating flight inspection agreements with non-FAA organizations, except foreign governments or international organizations.

(d) Regional requirements for flight procedures development services are processed through the regional Flight Procedures Branch which, in turn, coordinates with appropriate FIFO for timely accomplishment of requested services.

(e) The Aviation Standards National Field Office provides line maintenance for those regional evaluation, currency, and transportation (ECT) aircraft located or operating in the areas served by the AVN maintenance organizations. Regions not having aircraft colocated with maintenance organizations are authorized to obtain day-to-day line maintenance on a contract basis with drop-in maintenance provided by AVN. The field office provides major maintenance of regional ECT aircraft and flight inspection aircraft.

(2) Regional Programs. The Flight Standards Division participates with other regional divisions in the development of regional programs, guidelines, standards, and procedures in which the Flight Standards Division has an assigned interest or needed technical skills. The Flight Standards Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

(3) Directorate Program. The Aircraft Evaluation Group or equivalent organizational element through its Flight Standards Division participates with the Aircraft Directorate within their region (where applicable) in the development of programs, guidelines, standards, and procedures in which the Flight Standards Division has assigned interest, responsibility, or expertise.

programs and consults with the Flight Standards Division as to the sanction to be imposed in each case, with differences being resolved by the Chief Counsel upon consultation with the Associate Administrator for Regulation and Certification.

(5) Accident Investigation. The Flight Standards Division, acting for the Associate Administrator for Regulation and Certification, normally assigns FAA coordinators. However, for selected major accidents and incidents, the Office of Accident Investigation assumes responsibility for the investigation and designates the FAA coordinator and, as appropriate, a team of technical specialists to conduct the investigation with regional support and assistance as necessary.

f. Subordinate Organizations. Reserved.

airmen and agency employees.

b. Structure. No formal structure is prescribed.

c. Functions. The Aviation Medical Division:

(1) Plans and administers a medical certification program for airmen, including professional review and adjudication of cases involving medical pathology and other problems requiring resolution at the regional level.

(2) Establishes and administers an occupational health program for regional employees. Supervises and directs the operation of the regional program to determine the medical qualification and clearance of air traffic control specialists for work duty.

(3) Administers the regional designated Aviation Medical Examiner program, including the selection, designation, redesignation, and removal of designation, and participates in the conduct of aviation medicine seminars for the training of AME's.

(4) Directs, coordinates, and participates in the program of human factors evaluation in aircraft accident investigation for those accidents occurring within the region (or elsewhere, upon request of higher authority).

(5) Provides medical services through the flight surgeon to agency field employees who are within commuting distance of the medical clinic in an air route traffic control center (ARTCC).

(6) Provides professional advice and guidance to the regional administrator on all aviation medicine matters and arranges for the provision of such advice and guidance to other officials throughout the region.

(7) Manages the Substance Abuse Program within the region as it pertains to the agency's periodic medical, pre-examination and aviation-industry Drug Abatement Program.

and agency employees.

(11) Exercises line authority over the medical clinics.

d. Special Delegations. Reserved.

e. Special Relations. The Aviation Medical Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organization. The subordinate organization of the basic Aviation Medical Division (except for the Alaskan Region which is exempt) and its functions are:

(1) Medical Clinic, ARTCC.

(a) The flight surgeon shall perform all of the functions assigned to the Aviation Medical Division except those formally restricted or reserved to the regional flight surgeon.

(b) The medical program responsibilities delegated to the flight surgeon shall include:

1 Occupational health (including the preservation of employee health through the recognition, evaluation, and control of environmental health hazards).

2 Airman medical certification.

3 Designated Aviation Medical Examiner system.

4 Medical investigation of aircraft accidents.

5 Airman and employee medical education.

6 Manages the Substance Abuse Program in the ARTCC and facilities designated by the Regional Flight Surgeon.

(2) Reserved.

b. Structure. No organizational structure is prescribed.

c. Functions. The Airway Facilities Division:

(1) Directs, manages, and administers the regional airway facilities expansion and modernization program and the National Airspace System facilities maintenance program.

(2) Manages and administers the frequency management and telecommunications programs.

(3) Directs the airway facilities defense readiness and contingency planning program.

(4) Conducts evaluations to determine assigned program effectiveness and directs follow-up actions to correct deficiencies.

(5) Directs the technical inspection of airway systems, facilities, and equipment.

(6) Participates, or arranges for airway facilities personnel participation, in aircraft accident investigation.

(7) Manages the regional nonfederally owned airway facilities program.

(8) Exercises line authority over airway facilities sector offices.

d. Special Delegations. Reserved.

e. Special Relations. The Airway Facilities Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organizations. Reserved.

b. Structure. No standard organizational structure is prescribed. Regional Air Traffic Divisions are authorized to retain their current organizational structure pending finalization and implementation of a standard structure.

c. Functions. The Air Traffic Division:

(1) Exercises line authority over air traffic field offices and facilities in the region.

(2) Directs the operation of regional air traffic control, flight assistance, and aeronautical communications systems and facilities.

(3) Evaluates air traffic control standards, criteria, procedures, policies, and effectiveness of the air traffic services provided within the region.

(4) Serves as the lead office for development and coordination of the region's long-range program plans to establish/discontinue/relocate air traffic services and air navigation facilities except terminal nav aids.

(5) Manages and directs all regional air traffic control operational automation activities and ensures national automation policies are implemented, developing, as necessary, regional policies, procedures, and practices applying to system operation, control, and performance.

(6) Allocates staffing and other resources provided for air traffic services.

(7) Assures implementation of national policies, procedures, and practices applying to air traffic services provided to civil and military aircraft. Recommends regional policy and establishes regional procedures and practices.

(8) Provides for efficient allocation and utilization of the navigable airspace.

(9) Maintains liaison with military commanders and provides assistance in securing compatibility of civil and military aviation operations.

of Subpart E of Part 71, if they are ancillary to the terminal airspace matter.

(2) With power of redelegation, to grant or deny waivers or authorizations, as appropriate, of Parts 91 (as specified in Order 7711.1, except for purposes of authorizing conduct of aerial demonstrations or air races), 93, 99, 101, and 105 (Sections 105.19 and 105.21).

e. Special Relations. The Air Traffic Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organizations. Reserved.

c. Functions. The Airports Division within the region's geographical boundaries:

(1) Develops airport system requirements to be included in the National Plan of Integrated Airport Systems.

(2) Coordinates airport planning considerations within the region both with public and private entities.

(3) Conducts regional airports programs to assure that airport development proposals include due consideration to environmental quality and promotes airport noise compatibility planning and energy conservation to the maximum feasible extent, consistent with statutory requirements and other essential considerations of national policy.

(4) Assures the application of Federal standards to the planning, design, construction, and maintenance of airports.

(5) Administers the airport grants program.

(6) Administers the land acquisition and relocation assistance programs.

(7) Recommends conveyance of public property for airport purposes.

(8) Administers the Airport Certification Program and provides continuing surveillance of certificated airports to ensure safe airport operations.

(9) Assures sponsor compliance with terms of Federal agreements entered into as a condition of receiving Federal aid.

(10) Directs data collection for the National Plan of Integrated Airport Systems and for other uses.

(11) Provides technical assistance and training to foreign nations on airport safety, planning, and development as directed.

(12) Reviews landing area proposals from an airports viewpoint, forwards comments to the Air Traffic, Flight Standards, and Airway Facilities offices for further processing, prepares FAA determinations, and notifies proponent (FAR Part 157); analyzes FAR Part 77 submittals on obligated airports and provides input to the Air Traffic Division in obstruction evaluation cases (FAR Part 77).

(15) Exercises line authority over Airports District Offices (ADO).

(16) Administers the airport noise compatibility program under FAR Part 150 within delegations of authority.

(17) Reviews airport use restriction proposals for consistency with law and regulation, national policy, and Federal grant agreement obligations.

d. Special Delegations. Regional Airports Division Managers are delegated authority to:

(1) Take any action with respect to their functions and assigned responsibilities subject only to the limits as specified in paragraph 222.

(2) Administer the Airport Certification Program including approving FAA Form 5280-2, Airport Operating Certificate, and amendments to airport certification manuals or airport certification specifications.

(3) Find noise exposure maps in compliance with Federal Aviation Regulations Part 150; to conduct preliminary reviews of noise compatibility programs, to determine that the programs conform to the requirements of Part 150, and to issue all Part 150 program notices in the Federal Register.

e. Special Relations. All politically sensitive issues shall be coordinated with assistant chief counsels, public affairs officers, and the regional administrator for preparation of responses. The Airports Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

principal support to the Airports Division Manager in administering the FAA's airports program. Acts as the primary point of public contact with FAA on airport matters.

(b) Develops airport system requirements for the geographic coverage of the district and approves locations and airport development for inclusion in the National Plan of Integrated Airport Systems. Coordinates with other regional FAA elements as necessary.

(c) Coordinates FAA activities in airport planning and development with other agencies such as DOD, HUD, FHWA, DOT, and with State and local authorities.

(d) Maintains liaison with Federal, State, and local planning bodies on airport planning and programming matters on a case-by-case basis related to specific locations or jurisdictions.

(e) Administers, for the geographic coverage of the district office and within authority delegated to the district office, planning and development grants under the airport grant programs:

1. In administering planning grants, provides technical assistance to planning agencies for State, metropolitan, and regional system planning, and public agencies for master planning. Within national programming criteria, recommends to the region action on master and system planning grant applications for allocation of funds. Applies special conditions to planning grant agreements and issues grant offer. Monitors sponsor progress in conduct of study. Within delegation of authority, approves project changes and amendments to planning grants.

2. In administering development grants, reviews requests for aid, assists in sponsor development of requests, applies national programming priorities, and recommends regional action on requests for allocation of funds. Issues allocation or notifies sponsor of decision to deny allocation, if applicable. Reviews and approves sponsor's documentation required in project application. Applies special conditions to grant agreements. Within delegation of authority, approves program changes. Approves grant offers and recommends action on requests for grant agreements.

3. Collects and develops data to be included in multi-year capital improvement programs.

Assures appropriate follow-up of mitigation commitments.

(g) Advises sponsors on and participates in airport noise compatibility planning studies. Evaluates plans and actions submitted for agency review and/or approval within delegations of authority from the regional office.

(h) Provides guidance to communities, sponsors, and consultants on airport planning considerations such as site evaluation, capacity/demand, airport layout, zoning, ground access, noise, environment, energy conservation, and compatible land use.

(i) Assures the application of FAA airport planning, design, construction, and maintenance standards by airport sponsors in conducting federally assisted airport development. Provides airport engineering advisory services to the public. Approves deviations from standards that are dictated by local conditions except those classes of deviation specifically reserved by the region or FAA headquarters for approval. Approves airport site locations and airport layout plans.

(j) Provides airports input to obstruction evaluations for identification of the effects of objects on navigable airspace and concerning structures which may have an impact on airport imaginary surfaces or which are located on airports.

(k) Recommends designation of instrument runways to Airports Division.

(l) Administers, for the geographic coverage of the district, the land acquisition and relocation assistance program within delegations of authority from the regional office.

(m) Maintains district program progress reporting systems for all airport development and airport planning grant-in-aid programs under its jurisdiction.

(n) Approves, within delegated authority, method of grant payment and individual grant payment or recommends action to region on payments.

(o) Assures sponsor compliance with terms of agreements entered into as a condition of receiving Federal assistance. Recommends to Airports Division action on release or modification of special conditions.

(r) Determines reasonableness of conditions or standards established by airport owners as a prerequisite for the right to conduct aeronautical activities. Recommends formal objection to region when conditions or standards are not considered reasonable.

(s) Takes action on requests to dispose of structures and related personal property obligated by surplus property instruments and not needed for airport purposes. Determines acceptable levels of maintenance for airport facilities and grants release from maintenance obligations on properties and facilities no longer required for airport purposes.

(t) Reviews all airport development proposals to determine effect on existing and adjacent facilities and for consistency with airport planning, design, and obstruction criteria; provides comments to Air Traffic, Flight Standards, and Airway Facilities offices, as appropriate; assumes responsibility for the completion of studies of airport development proposals; and advises airport owner of agency determination.

(u) Assures compliance with the accessibility provisions of regulation 49 CFR Part 27, Nondiscrimination Against the Handicapped at Federally-Assisted Facilities and Programs.

(v) Conducts interim and final construction inspections. Approves construction change orders. Conducts pavement evaluations.

(w) Approves sponsor construction contract actions, negotiated contracts, and force account construction.

(x) Participates, as assigned, in international airports assistance projects and in training of foreign nationals.

(y) Administers, for the geographic coverage of the district office and within the authority delegated to the district office, the Airport Certification Program and provides continuing surveillance of certificated airports to ensure safe operations. Recommends to Airports Division action on approving FAA Form 5280-2, Airport Operating Certificate, and FAA Form 2150-5, Enforcement Investigative Report.

c. Functions. The Airports District Office functions listed in paragraph 254f(1) are performed by the Airports Division. Within the region's geographical boundaries, the Airports Division:

(1) Develops airport system requirements to be included in the National Plan of Integrated Airport Systems.

(2) Coordinates airport planning considerations within the region both with public and private entities.

(3) Conducts regional airports programs to assure that airport development proposals include due consideration to environmental quality and promotes airport noise compatibility planning and energy conservation to the maximum feasible extent, consistent with statutory requirements and other essential considerations of national policy.

(4) Assures the application of Federal standards to the planning, design, construction, and maintenance of airports.

(5) Administers the airport grants program.

(6) Administers the land acquisition and relocation assistance programs.

(7) Recommends conveyance of public property for airport purposes.

(8) Administers the Airport Certification Program and provides continuing surveillance of certificated airports to ensure safe airport operations.

(9) Assures sponsor compliance with terms of Federal agreements entered into as a condition of receiving Federal aid.

(10) Directs the airport safety data inspection program for the National Flight Data System, the National Plan of Integrated Airport Systems, and for other uses.

(11) Provides assistance to foreign nations on airport development projects and training of foreign nationals.

(13) Provides airport advisory services to the public, State and local officials, and members of the aviation community.

(14) Provides for a continuing system of evaluation to measure the effectiveness of all regional airports program activities. Conducts special studies.

(15) Administers the airport noise compatibility program under FAR Part 150 within delegations of authority.

(16) Reviews airport use restriction proposals for consistency with law and regulation, national policy, and Federal grant agreement obligations.

d. Special Delegations. Regional Airports Division Managers are delegated authority to:

(1) Take any action with respect to their functions and assigned responsibilities subject only to the limits set forth below.

(2) Administer the Airport Certification Program including approving FAA Form 5280-2, Airport Operating Certificate, and amendments to airport certification manuals of airport certification specifications.

(3) Find noise exposure maps in compliance with Federal Aviation Regulations Part 150; to conduct preliminary reviews of noise compatibility programs and determine that the programs conform to the requirements of Part 150, and to issue all Part 150 program notices in the Federal Register.

e. Special Relations. All politically sensitive issues shall be coordinated with Assistant Chief Counsels, public affairs officers, and the regional administrator for preparation of responses. The Airports Division shall keep the regional administrator informed of all significant operational and/or political issues within its purview.

f. Subordinate Organizations. Reserved.

of dangerous drugs and narcotics via aircraft; to enhance air cargo security and general aviation security; to provide industry with timely information concerning threats against air commerce; to provide atmospheric and radiological contamination response; to safeguard FAA and national security interests through effective personnel, information, physical, industrial, communications, and automated information systems security; to conduct investigations in support of FAA's basic mission; and to assure the highest possible standards of integrity and ethical conduct of FAA employees and representatives. This division is under the executive direction of the Director of Civil Aviation Security.

b. Structure. No organizational structure is prescribed.

c. Functions. The Civil Aviation Security Division:

(1) Conducts, manages, directs, and assures compliance with those agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Air Transportation Security Act of 1974, the International Security and Development Cooperation Act of 1985, and applicable Federal Aviation Regulations.

(2) Manages and directs actions for safeguarding FAA and the national security, including providing information and assistance to the Washington headquarters Aviation Security Command Center during hijack situations and other acts affecting air transportation security.

(3) Conducts investigations in support of the agency's basic mission and assures the integrity of FAA employees and representatives.

(4) Develops regional procedures implementating national policy, standards, and guidelines concerning investigations and the prevention of criminal acts against air transportation and assures the highest possible standards of integrity and ethical conduct of FAA employees and representatives.

(5) Establishes and maintains, within the region, a continuing program of liaison and close working relationships with appropriate Federal, State, and municipal law enforcement, investigative and security agencies, industry-related associations, air carriers, airport authorities, and other elements within FAA.

(6) Establishes and maintains principal contact with air carriers and airport officials concerning security activities; monitors foreign air carriers' implementation of their security programs to ensure adherence to security program requirements.

collects information in response to established agency policies, standards, requirements, and procedures; reports priority matters to appropriate officials; and prepares formal reports, special studies, and summaries for submission to the FAA headquarters.

(9) Coordinates regional participation in national efforts to combat organized crime and illegal operations of U.S.-registered aircraft and airmen.

(10) Initiates, in coordination with the regional public affairs officer, comprehensive publicity at airports in the region for the purpose of informing the public of actions being taken to prevent or deter criminal acts. Works with the public affairs officer to publicize the apprehension and punishment of individuals who have been involved in criminal acts against air transportation.

(11) Maintains a designated number of special agents trained as Federal Air Marshals for performance of in-flight security duties on designated air carrier high risk routes and assures regional onsite training essential to maintenance of their proficiency in firearms and physical fitness.

(12) Manages and directs all regional atmospheric and radiological incidents and hazardous materials activities relating to air transportation.

(13) Develops, in coordination with the Civil Aviation Security Division, ACS-100, regional standards, procedures, guidelines, and schedules essential to the accomplishment of foreign airport assessments and provides special agent resources for the conduct of such assessments.

(14) Provides special agents for participation in the Civil Aviation Security National Airport Inspection Program and the National Aviation Safety Inspection Program involving the indepth inspection of air carrier programs pertaining to the air transportation of hazardous materials.

(15) Implements the Civil Aviation Security Information System (CASIS).

(16) Provides the point of contact for all FAA law enforcement liaison in the field relating to interdiction of illegal drugs and narcotics into the United States.

(17) Maintains the security suitability of the FAA work force through review of applications for employment with FAA and review and action, if necessary, upon the resultant investigations (full-field investigations, national agency checks with written inquiries, etc.); grants security clearances; and conducts investigations, as required, involving applicants or employees.

(19) Oversees the Industrial Security Program ensuring that all security requirements are met when contracts are written and contractual employees are hired.

(20) Exercises primary responsibility for control of classified materials including communications security (COMSEC), its handling and storage in order to safeguard employee, FAA, and national security interests.

(21) Serves as principal security advisor to regional administrator on matters of internal security.

d. Special Delegations. Authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdiction of the United States in connection with investigations ordered for the purpose of carrying out functions specified in this paragraph is hereby delegated to each FAA employee who possesses a valid credential identifying the employee as a special agent. These individuals are authorized to exercise this authority only in accordance with applicable policies established or approved by the Administrator.

conclude a hijacking situation successfully.

(3) Assists Departmental Cargo Security Coordinators, Department of Transportation, to achieve a significant reduction in theft-related losses of air cargo.

(4) Coordinates security matters relating to visits, inspection results, public protection measures, and security barriers with the Airports Division.

(5) Reviews and recommends, in coordination with Flight Standards Division, changes in content of air carrier training programs concerning handling and shipping of hazardous materials.

(6) Serves as the focal point for local coordination with the Department of Transportation Office of Inspector General offices on investigative matters within its areas of jurisdiction.

(7) Provides, as required, trained and currently qualified Federal Air Marshals for designated air carrier high risk routes.

(8) Provides special agents for international airport assessments as required.

equipment to identify security needs; evaluating and, if authorized, approving air carrier and airport security programs.

2 Scheduling and carrying out the regular inspection and evaluation of the performance of each air carrier relative to the standard air carrier security program, each airport relative to an approved airport security program, and each foreign air carrier relative to the security program information it has furnished.

3 Scheduling and carrying out the regular inspection and evaluation of hazardous materials activities and shipments in air transportation.

4 In pursuing the above actions, makes technical recommendations for required program improvement or correction of deficiencies.

5 Assuring compliance with all applicable FAR in accordance with established agency compliance and enforcement policy and, when required, conducting investigations of alleged violations of applicable FAR, air carrier security programs, airport security programs, and foreign air carrier security program information. Where authorized, takes appropriate administrative enforcement action. As necessary, develops materials to support, and recommends legal enforcement actions to achieve, compliance.

6 Evaluating and monitoring ground security training for air carrier/airport personnel and others who contribute to air transportation security.

7 Conducting and evaluating the results of explosives, security surveys, and seminars.

8 Monitoring and evaluating the performance of explosive K-9 detection teams and, when necessary, coordinating with the appropriate organizations to achieve the desired program performance level.

9 Pursuing the above actions, as appropriate, with regard to FAR Part 135 operators' electing to operate pursuant to an approved security program.

10 Establishing and maintaining liaison with Federal, State, and municipal law enforcement, security and investigative agencies and authorities to assure ready access to information affecting the agency's security programs and to assure close coordination at these programs with the interest and programs of these groups.

Aviation Hijack Command Center and the Director of Civil Aviation Security, who has the exclusive responsibility for the direction of any law enforcement activity affecting the safety of persons aboard aircraft in-flight when a criminal offense under section 901(i) or 902(n) of the FAA Act is involved. After incidents, coordinates and conducts interviews with selected flight crewmembers, hijackers, and others involved in hijackings and related crimes to develop information to evaluate and enhance security safeguards and conducts post-hijack critiques with those directly involved. Evaluates methods and procedures for preventing or deterring criminal acts against air transportation. Participates in regional joint FAA/FBI hijack exercises and actual aviation security incidents and in regional joint hijack exercises involving FAA, FBI, and major military commands.

13 Supporting FAA's atmospheric radiological/contamination response program; participates in the dissemination of information on the designation of restricted airspace areas; and advises Federal, State, and local jurisdictions regarding appropriate aviation-related preventative measures. Performs contamination surveys and responds to significant contamination incidents, including nuclear detonations, power facility leaks, and other appropriate occurrences.

14 Assuring compliance with Public Law 99-83 and FAA directives pertaining to the implementation of the international airport assessment program.

15 Conducting investigations of domestic and international hazardous materials, atmospheric/radiological contamination, and other aviation security incidents and alleged violations of regulations or airport/air carrier security programs. Determines level and scope of investigative effort appropriate to particular investigations and, upon completion, determines, in coordination with the appropriate regional counsel, the sanctions to be applied.

(b) Assists and provides technical guidance to airport and air carrier officials and representatives and others involved in air transportation security.

(c) Develops awareness of security policies and procedures within the aviation community and the flying public.

(f) Performs personnel, information, physical, industrial, and communications security functions to safeguard FAA and national security interests.

(g) Implements the Civil Aviation Security Information System (CASIS).

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geographic area specified by the regional administrator. Order 1200.8C, Public Information Activities and Programs, contains the activities of local coordinators.

b. Structure. No formal structure is prescribed.

c. Functions. For the assigned location or geographic area, the local coordinator:

(1) Represents the FAA or regional administrator in activities related to Federal Executive Boards and other Federal associations, DOT Field Coordination Groups, and similar organizations.

(2) Serves as a point of contact and makes required arrangements for visitors on FAA business who are not concerned solely with a single program area.

(3) Represents the regional administrator on all nonprogram matters in relationships with the community.

(4) Provides advice and assistance to the program elements at the assigned location or specified geographic area on activities that cross program lines.

(5) Recommends changes in policies, standards, procedures, or operations to improve responsiveness of agency programs to local requirements.

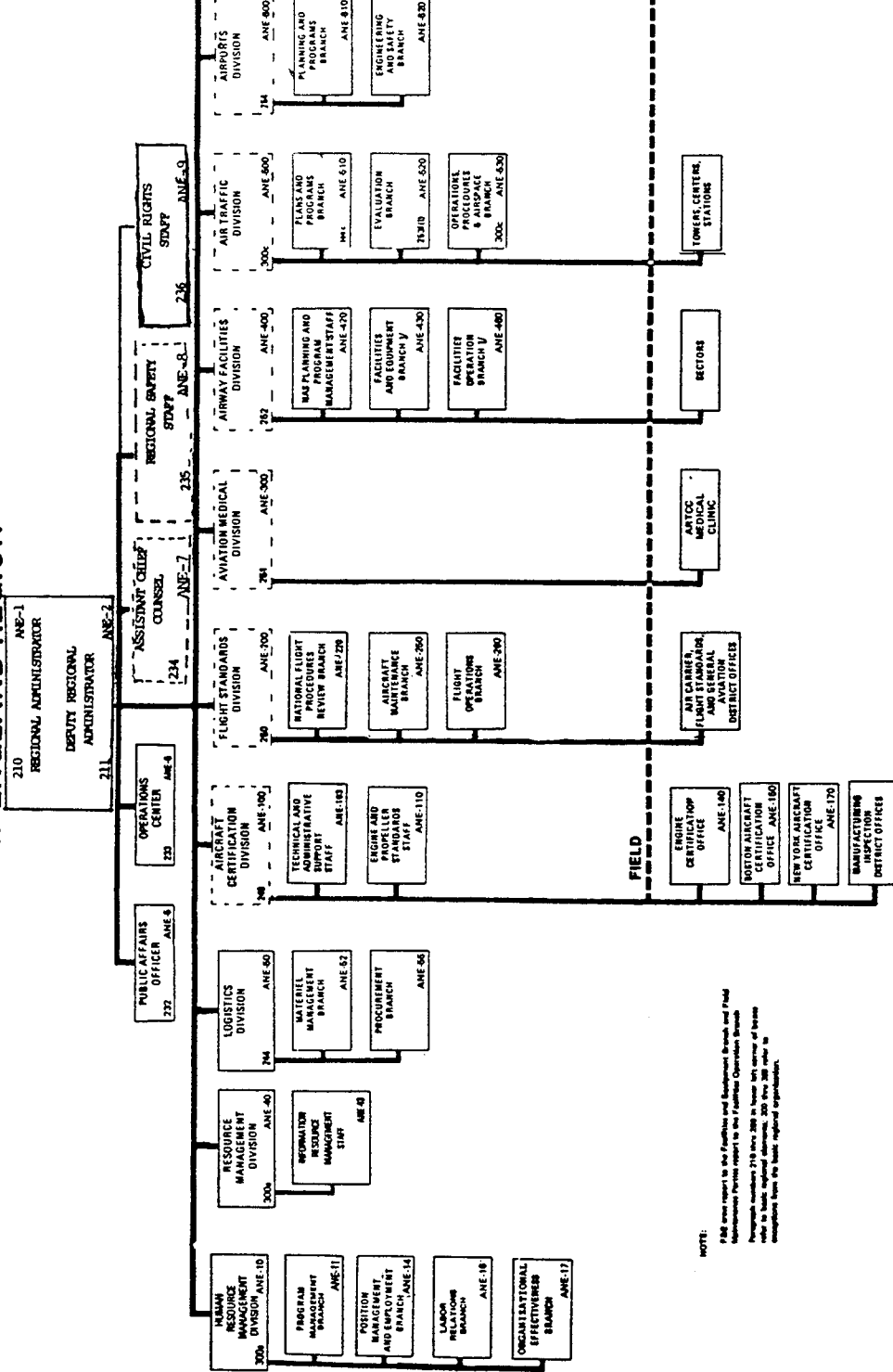
d. Special Delegation. Reserved

e. Special Relations. The local coordinator works directly under and reports directly to the regional administrator. The local coordinator shall have no line authority.

276.-299. RESERVED.

CHAPTER 3. NEW ENGLAND REGION

NEW ENGLAND REGION



NOTE: Fill area report to the Facilities and Equipment Branch and Field Offices. The Facilities and Equipment Branch and Field Offices are responsible for the maintenance of the facilities and equipment of the New England Region. The Facilities and Equipment Branch and Field Offices are responsible for the maintenance of the facilities and equipment of the New England Region. The Facilities and Equipment Branch and Field Offices are responsible for the maintenance of the facilities and equipment of the New England Region.

245. The division also performs the region's planning and appraisal and accounting liaison functions. In performing the accounting liaison functions, the Resource Management Division:

(1) Ensures objective determination of the facts for protests and inquiries concerning the propriety in the award or administration of regional contracts; except for legal aspects, evaluates validity of the protest and develops the regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished. Assists the Office of Accounting in developing responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, including the Office of Inspector General (OIG), received from Congressional sources, or lodged with the General Accounting Office (GAO).

(2) Serves as a central point for contacts and liaison with the OIG and GAO at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in developing the agency position on OIG and GAO audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control function.

(3) Develops and administers a system for:

(a) Ensuring the local commitments resulting from audits by OIG and GAO are met.

(b) Following up locally on conditions cited in OIG and GAO audits reports addressed to other regions or centers.

(4) Provides for the administration of agency systems for responding to OIG and GAO audit reports, shall refer all questions pertaining to the legal aspects of such reports or inquiries to the regional counsel. In those instances where a report or inquiry is concerned primarily with the legality of an agency action, the reply shall be prepared by the assistant chief counsel and coordinated with the Manager, Resource Management Division, prior to release.

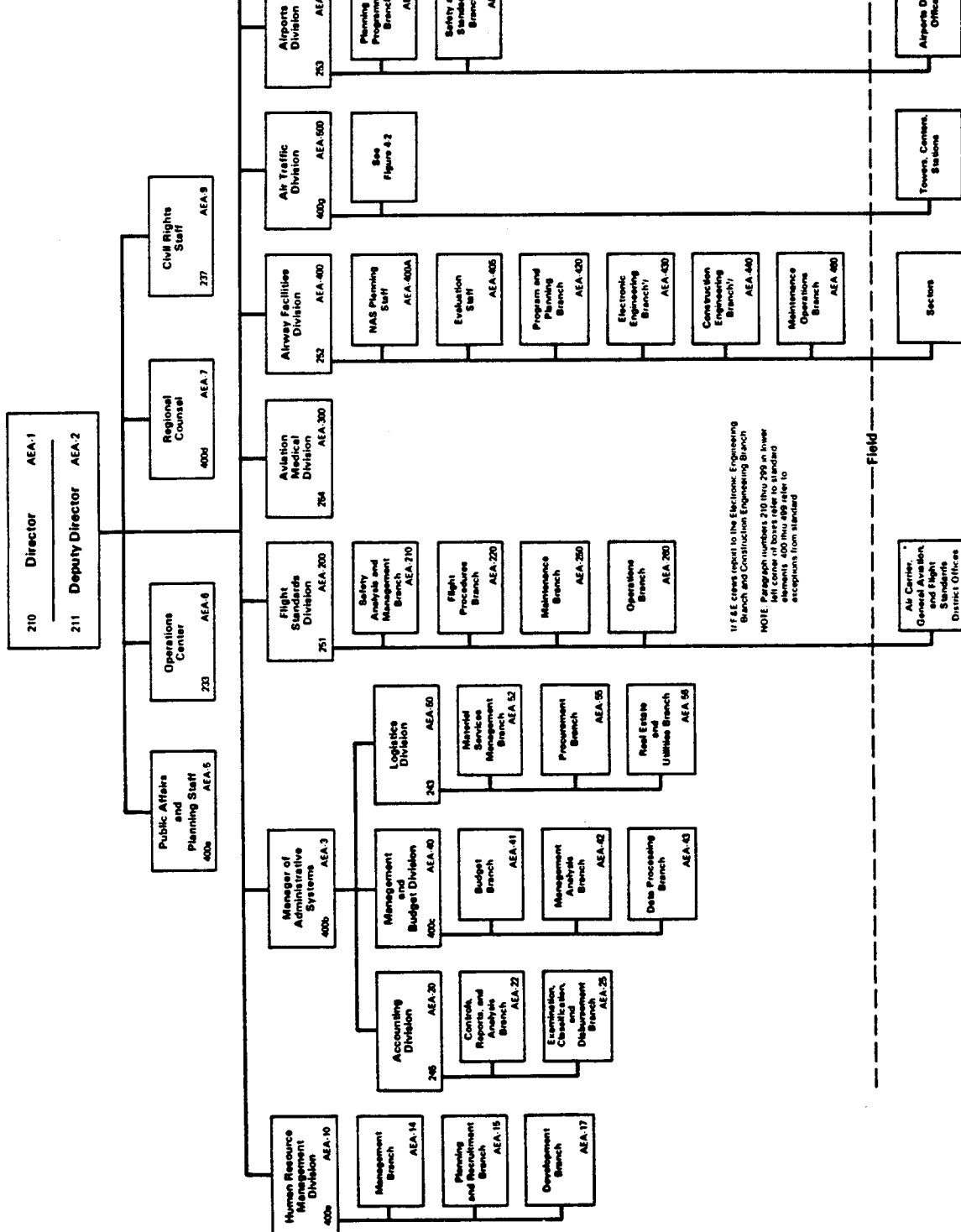
b. The New England Region does not have an Accounting Division. Accounting support for the New England Region is provided by the Eastern Region.

301. STRUCTURE. The structure of the New England Region is shown in figure 3-1.

302.-399. RESERVED.

CHAPTER 4. EASTERN REGION

Eastern Region



b. The Manager of Administrative Systems:

(1) Is responsible for the direction of administrative management activities of the Eastern Region in accordance with paragraph 230.

(2) Supervises the following organizational elements:

(a) Accounting Division.

(b) Management and Budget Division.

(c) Logistics Division.

(3) Performs regional external appraisal functions for the purpose of identifying opportunities for improving FAA services to the public, and solicits participation and assistance from cross-sections of the aviation industry in assessing regional performance. Establishes and maintains liaison with the aviation public to satisfy the region's interest in the quality of services rendered, fulfillment of public needs, and the character of relationships between regional elements and the public.

c. The Management and Budget Division:

(1) Performs the functions outlined in paragraphs 242 and 245.

(2) Performs the internal regional appraisal functions which include the review of regional performance and problem solving and the conduct of indepth analyses of audits and evaluation programs.

(3) Serves as a central point for contacts and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO) at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/GAO audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control functions.

(5) Refers all questions pertaining to the legal aspects of OIG and/or GAO audit reports to the Assistant Chief Counsel. In those instances where a report is concerned primarily with the legality of an agency action, the reply shall be prepared by the Assistant Chief Counsel and coordinated with the Manager, Management and Budget Division, prior to release.

(6) Performs independent research and analysis of organizational and managerial effectiveness. Reviews proposals for approval of organizational changes, assignment of functional responsibility, delegations of authority, and creation and dissolution of committees.

(7) Identifies problems in all areas of program management and develops policies and procedures for controlling and tracking operations.

(8) Coordinates, integrates, and directs the region's position management system. This includes assisting line and staff officials in planning, implementing, and reviewing functions, methods, and procedures, workflow and distribution of work.

(9) Conducts system analysis and provides the latest of data processing technology in improving management information requirements and standards.

(10) Provides for the effective implementation and sound management of electronic data relative to regional, national, and Governmentwide programs.

d. The Assistant Chief Counsel (paragraph 234):

(1) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts; ensures objective determination of the facts; evaluates validity of the protest and develops the regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished.

(2) Assists the Office of Accounting in the development of responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, including the OIG, received from Congressional sources.

(2) Is structured around a natural alignment of basic functions that breaks down organizational barriers to workflow. These functional groupings are:

- (a) Human Resource Development.
- (b) Human Resource Management.
- (c) Human Resource Planning and Recruitment.

f. The Air Traffic Division:

(1) Has a Manager, Quality Assurance Staff, who performs the functions listed in paragraph 253c(3).

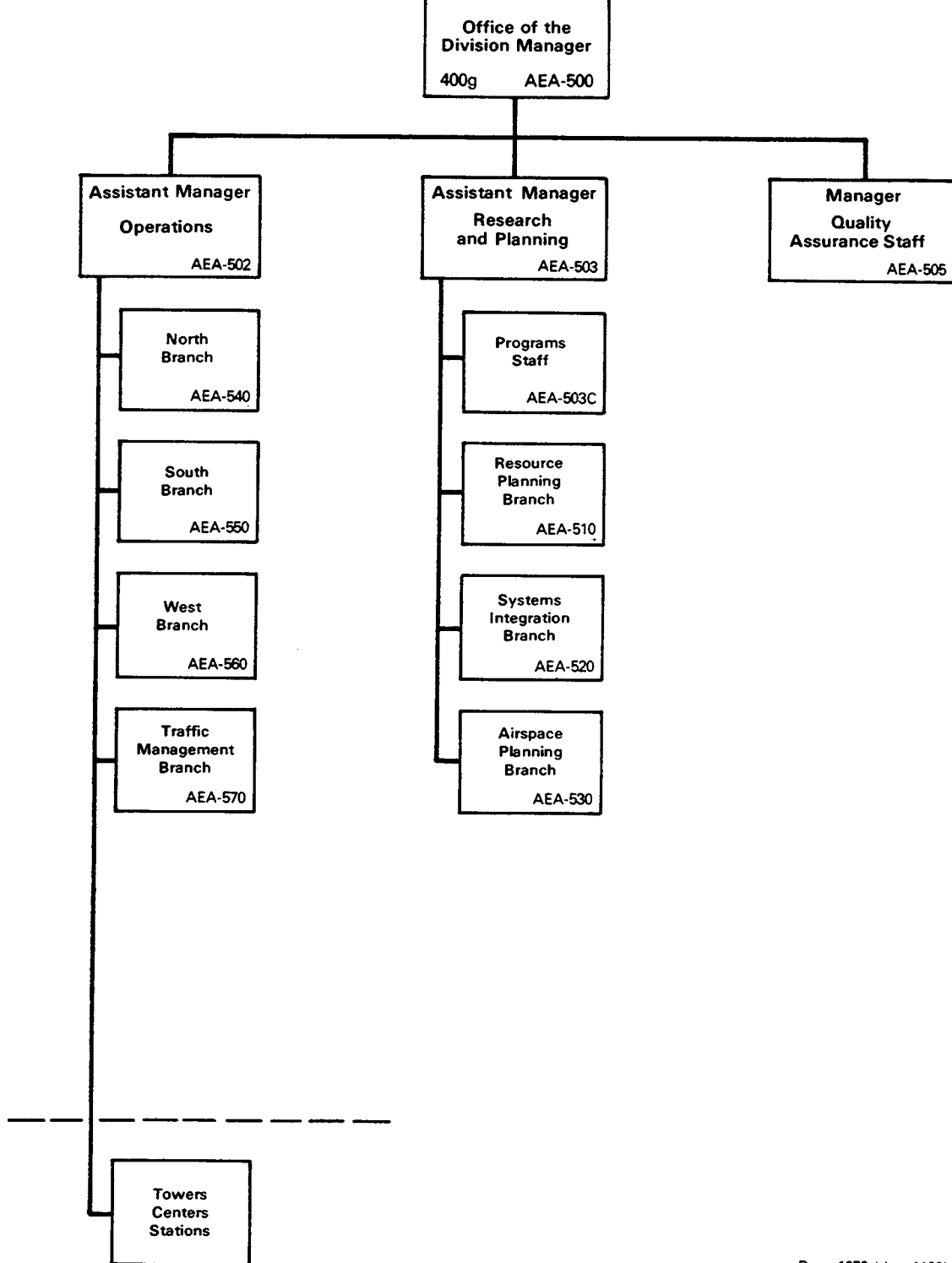
(2) Has two Assistant Managers.

(a) The functions listed in paragraphs 253c(1), (2), (7) and (8) are performed by the Assistant Manager, Operations, who supervises the Traffic Management Branch, North Branch, South Branch, and West Branch.

(3) The functions listed in paragraphs 253c(4), (5), (6), and (9) are performed by the Assistant Manager, Research and Planning, who supervises the Program Staff, Resource Planning Branch, Systems Integration Branch, and Airspace Planning Branch.

401. STRUCTURE. The structure of the Eastern Region is shown in figures 4-1 and 4-2.

402.-499. RESERVED.



CHAPTER 5. SOUTHERN REGION

Southern Region

REGIONAL ADMINISTRATOR
ASO-1
210
DEPUTY REGIONAL
ADMINISTRATOR
ASO-2
211

REGIONAL SAFETY
STAFF
ASO-8
235

Operations
Center
ASO-4
221

Public Affairs
Staff
ASO-5
222

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

Management
Systems
Division
ASO-40
203

Logistics
Division
ASO-40
244

Budget
Division
ASO-30
242

Accounting
Division
ASO-30
242

Human Resource
Management
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240

Program
Evaluation and
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Systems
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Logistics
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Budget
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Accounting
Division
ASO-30
242

Human Resource
Management
Division
ASO-10
240

Program
Evaluation and
International
Staff
ASO-4
200a

FILE covers report to Biological Engineering and Environmental Engineering Branches as appropriate. Please report to the Maintenance Branch.

NOTE: Paragraph number 210 thru 299 are not to be used for the purpose of the Southern Region to stations from standard.

of the International Field Offices in Miami, Florida, and Rio de Janeiro, Brazil. The FAA representative, as head of the International Field Office, plans, directs, coordinates, and administers the execution of all agency programs assigned to the office by the regional administrator. In this capacity, the FAA representative represents the region and is responsible for the performance of FAA programs and functions, the development of resource requirements (including physical, materiel, and personnel resources), and the effective economic utilization of assigned resources. The responsibilities of the FAA representative do not extend to any programs which are directly managed and operated by the FAA headquarters.

b. The Accounting Division, paragraph 241:

(1) Develops and administers a system for handling all protests and inquiries concerning propriety in the award or administration of regional contracts.

(2) Provides payroll services for other elements of the Department including the Office of the Secretary of Transportation, Office of Inspector General, Federal Highway Administration, Federal Railroad Administration, National Highway Traffic Safety Administration, Research and Special Programs Administration, and the Urban Mass Transportation Administration. The division also provides payroll services for the National Transportation Safety Board and FAA offices listed in paragraph 241d(3).

c. The Management Systems Division, paragraph 245:

(1) Serves as the central point of contact and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO) at the regional level.

(2) Develops and administers a system for ensuring that local commitments resulting from OIG and/or GAO audits are met.

(3) Administers the Word Processing Program and operates the regional Word Processing Center.

(4) Operates the Regional Message Center and manages the regional Privacy Act and Freedom of Information Act Programs.

501. STRUCTURE. The structure of the Southern Region is shown in Figure 5-1.

502.-599. RESERVED.

CHAPTER 6. GREAT LAKES REGION

Central Region provides accounting and data processing services to the Great Lakes Region.

b. The Management Systems Division (paragraph 245):

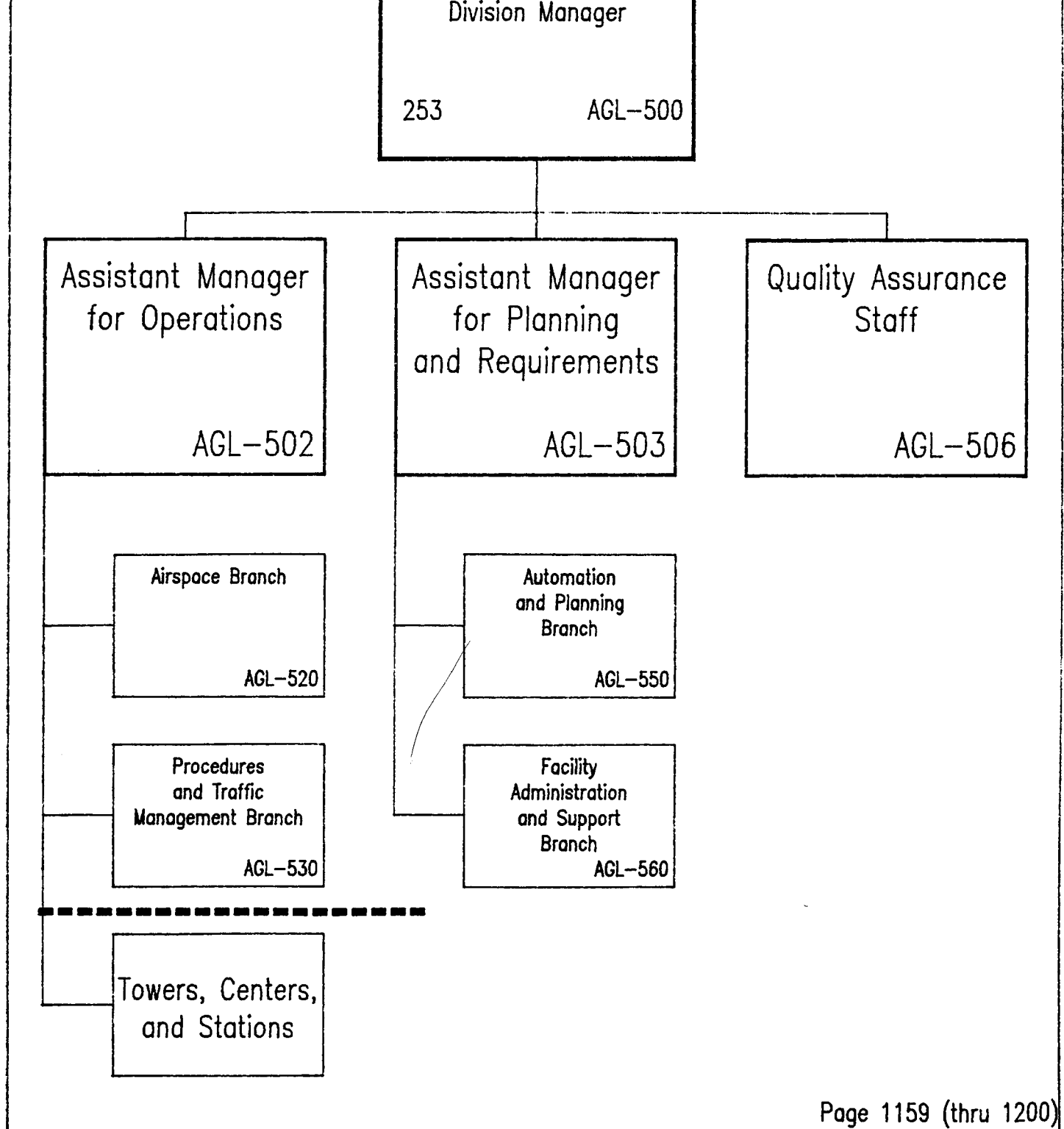
(1) Performs the regional appraisal functions.

(2) Serves as the central point of contact and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO). This includes the development of systems to ensure local commitments resulting from audits are met and the referral of legal aspects of audit reports are sent to the assistant chief counsel.

c. The structure for the Air Traffic Division is shown in figure 6-2.

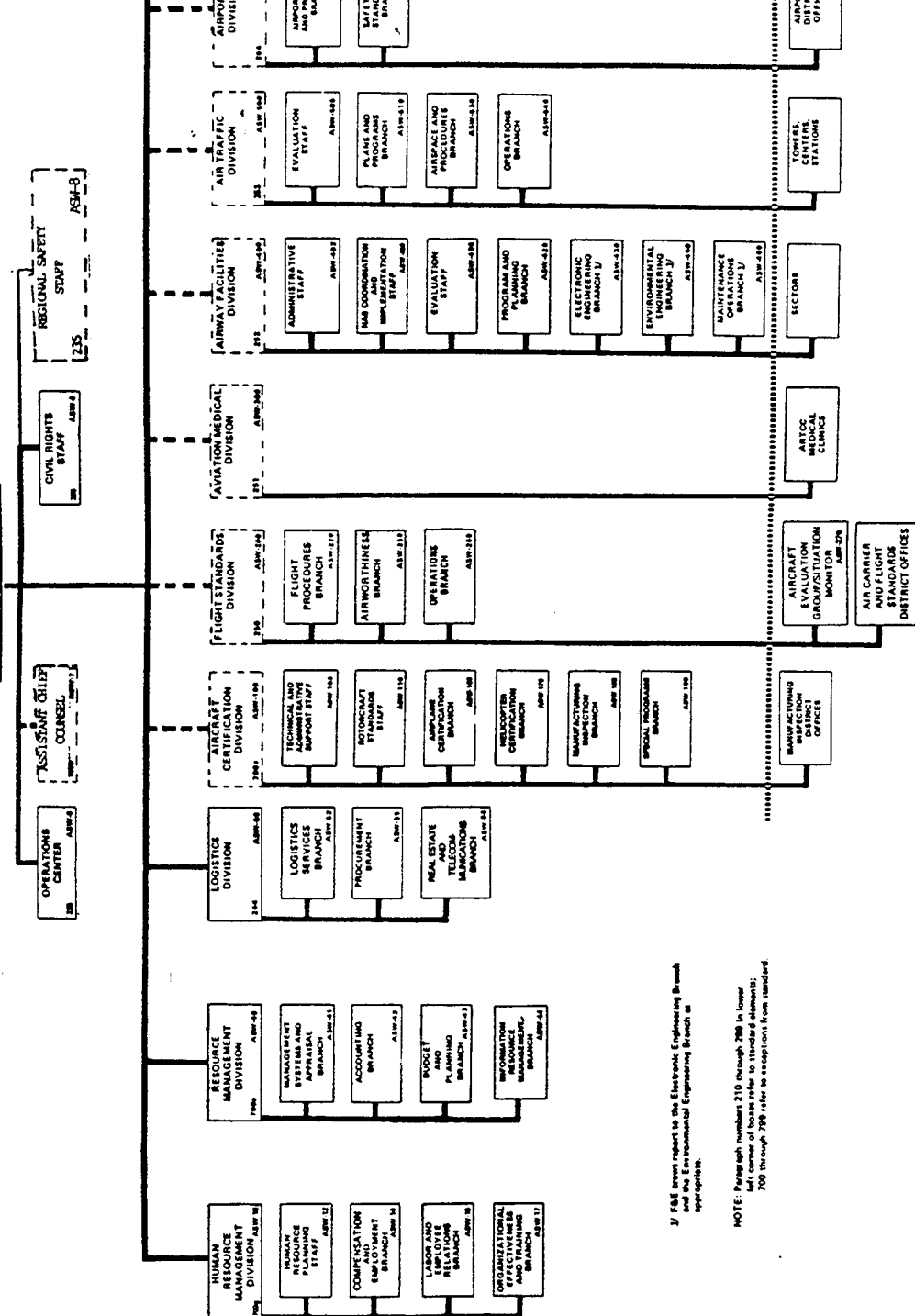
601. STRUCTURE. The structure of the Great Lakes Region is shown in figure 6-1.

602.-699. RESERVED.



CHAPTER 7. SOUTHWEST REGION

REGIONAL ADMINISTRATOR	AS4-1
210 DEPUTY REGIONAL ADMINISTRATOR	
211	AS4-2



U/ F&E crews report to the Electronic Engineering Branch and the Environmental Engineering Branch as appropriate.

NOTE: Paragraph numbers 210 through 299 in lower left corner of boxes refer to standard elements; 300 through 399 refer to exceptions from standard.

and Accounting Division, paragraph 241, as well as the region's planning and appraisal functions. The Resource Management Division is assigned the region's audit liaison functions and:

(1) Serves as a central point for contacts and liaison with the OIG and the GAO at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/GAO audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control function.

(2) Develops and administers a system for:

(a) Ensuring that local commitments resulting from audits by OIG and GAO are met.

(b) Following up locally on conditions cited in OIG/GAO audit reports addressed to other regions and centers.

(3) Refers all questions pertaining to the legal aspects of OIG and GAO audit reports to the Assistant Chief Counsel. In those instances where a report or inquiry is concerned primarily with the legality of an agency action, the reply shall be prepared by the Assistant Chief Counsel and coordinated with the Manager, Resource Management Division, prior to release.

b. The Assistant Chief Counsel (paragraph 234):

(1) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts; ensures objective determination of the facts; evaluates validity of the protest, and develops the regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished.

(2) Assists the Office of Accounting in the development of responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, including the Office of Inspector General (OIG), received from Congressional sources, or lodged with the General Accounting Office (GAO).

e. The office of the regional administrator performs the international aviation liaison function.

f. The region does not have a Manager of Administrative Systems. The Human Resource Management, Resource Management, and Logistics Divisions report directly to the regional administrator.

701. STRUCTURE. The structure of the Southwest Region is shown in figure 7-1.

702.-703. RESERVED.

704. SPECIAL RELATIONS. The Office of Civil Aviation Security's Special Agent assigned to Post of Duty at the El Paso (Texas) Intelligence Center (EPIC) shall provide Civil Aviation Security program support to the Southwest Region Civil Aviation Security Division in the El Paso area as a collateral duty. However, such support is secondary to principal activities in support of EPIC. Reports of results of civil aviation security functions conducted on behalf of the Southwest Region shall be forwarded directly to ASW-700.

705.-799. RESERVED.

CHAPTER 8. CENTRAL REGION

CENTRAL REGION

REGIONAL ADMINISTRATOR
210
ACE-1
DEPUTY REGIONAL
ADMINISTRATOR
211
ACE-2

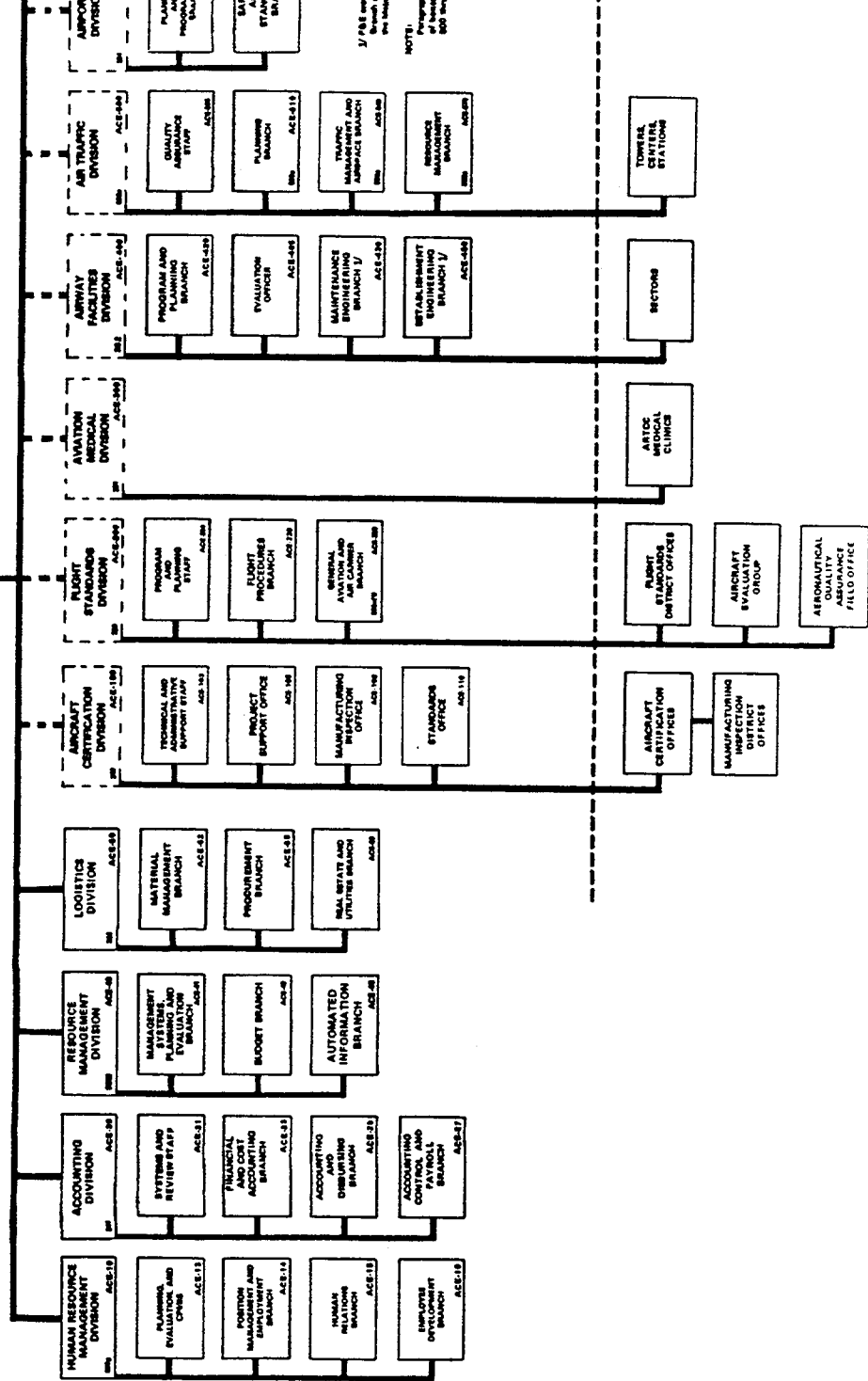
OPERATIONS
CENTER
ACE-4

PUBLIC AFFAIRS
STAFF
ACE-5

ASSISTANT CHIEF
COUNSEL
ACE-7

CIVIL RIGHTS
STAFF
ACE-6

REGIONAL STAFF
235



b. The planning and appraisal functions are performed by the Office of the Regional Administrator.

c. The Resource Management Division performs the functions of the basic Budget Division, paragraph 242, and Management Systems Division, paragraph 245. The division also:

(1) Serves as a central point for contacts and liaison with the OIG and GAO at the regional level. Develops the local position on OIG and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/OST audit reports addressed to top management officials at Washington headquarters. Assists the Office of Accounting in carrying out its central control function.

(2) Develops and administers a system for:

(a) Ensuring that local commitments resulting from audits by OIG/GAO are met.

(b) Following up locally on conditions cited in OIG/GAO audit reports addressed to other regions or centers.

(3) Refers all questions pertaining to the legal aspects of OIG/GAO audits to the Assistant Chief Counsel. In those instances where a report or inquiry is concerned primarily with the legality of an agency action, the reply shall be prepared by the Assistant Chief Counsel and coordinated with the Manager, Resource Management Division, prior to release.

(4) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of regional contracts; ensures objective determination of the facts; except for legal aspects, evaluates validity of protest and develops regional position; prepares and coordinates the regional reply; and follows up to ensure that any promised action is accomplished.

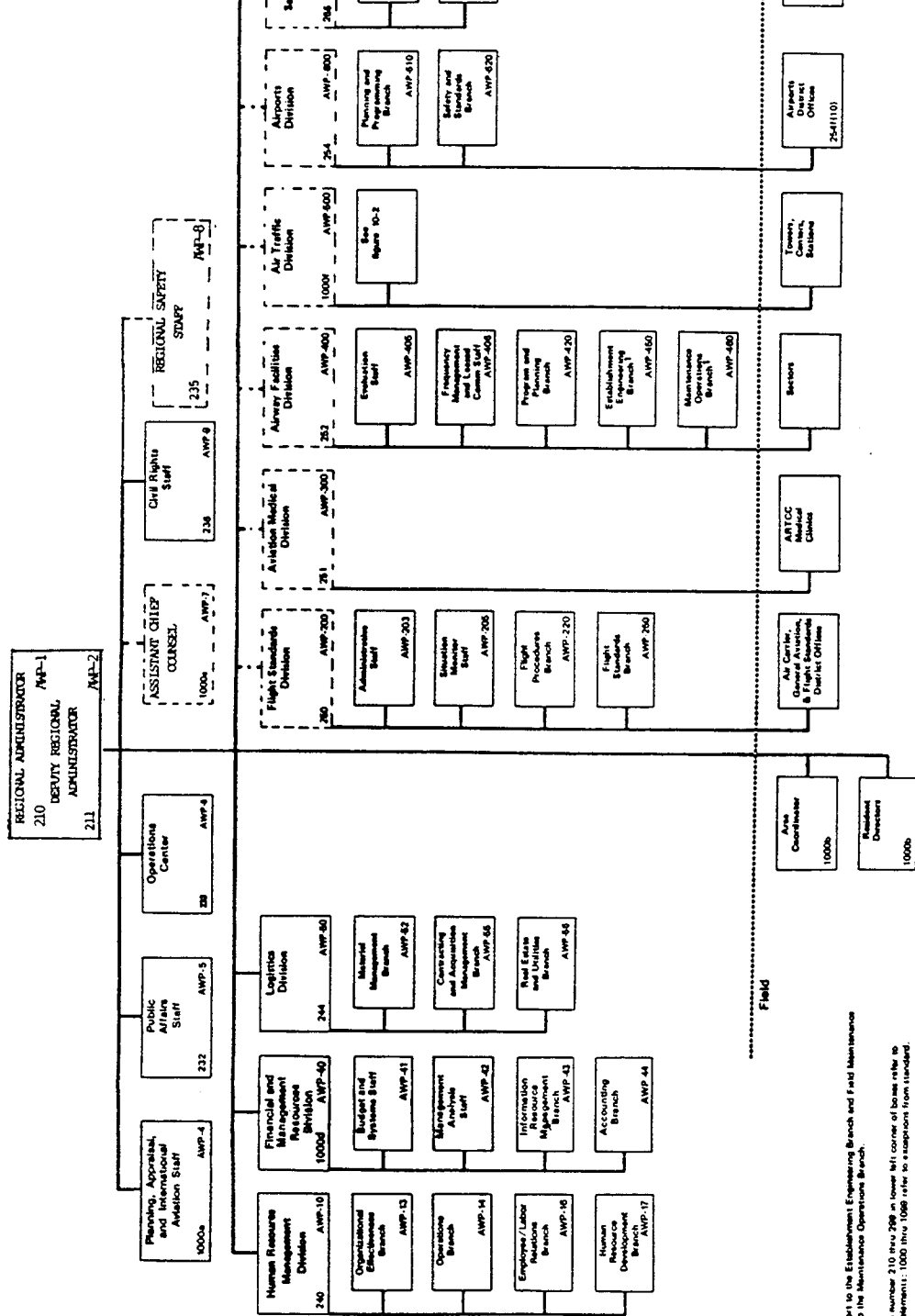
(5) Assists the Office of Accounting in development of responses to protests relating to regional procurement actions that are addressed to a DOT official at headquarters, received from Congressional sources, or lodged with GAO.

801. STRUCTURE. The structure of the Central Region is shown in figure 8-1.

802.-899. RESERVED.

CHAPTER 10. WESTERN-PACIFIC REGION

Western-Pacific Region



1 FARE crew report to the Establishment Engineering Branch and Field Maintenance
 2 FARE crew report to the Maintenance Operations Branch

NOTE: Paragraph number 210 thru 288 in lower left corner of boxes refer to standard elements; 1000 thru 1068 refer to exceptions from standard.

b. The region has an Area Coordinator in Honolulu, Hawaii, and Resident Directors stationed at Guam and American Samoa.

c. The Financial and Management Resources Division performs the functions of the basic Accounting Division, paragraph 241, Budget Division, paragraph 242, and Management Systems Division, paragraph 245. The division also serves as the liaison contact point between the region and the Office of Inspector General (OIG) and the General Accounting Office (GAO).

d. The Assistant Chief Counsel, paragraph 234, develops and prepares the regional reply to protests and inquiries regarding the propriety of the award or administration of regional contracts which are referred to the region from OST, or Congressional sources, and follows up to ensure that any promised action is accomplished.

e. The region does not have a Manager of Administrative Systems. The Human Resource Management Division, Financial and Management Resources Division, and the Logistics Division report directly to the regional administrator.

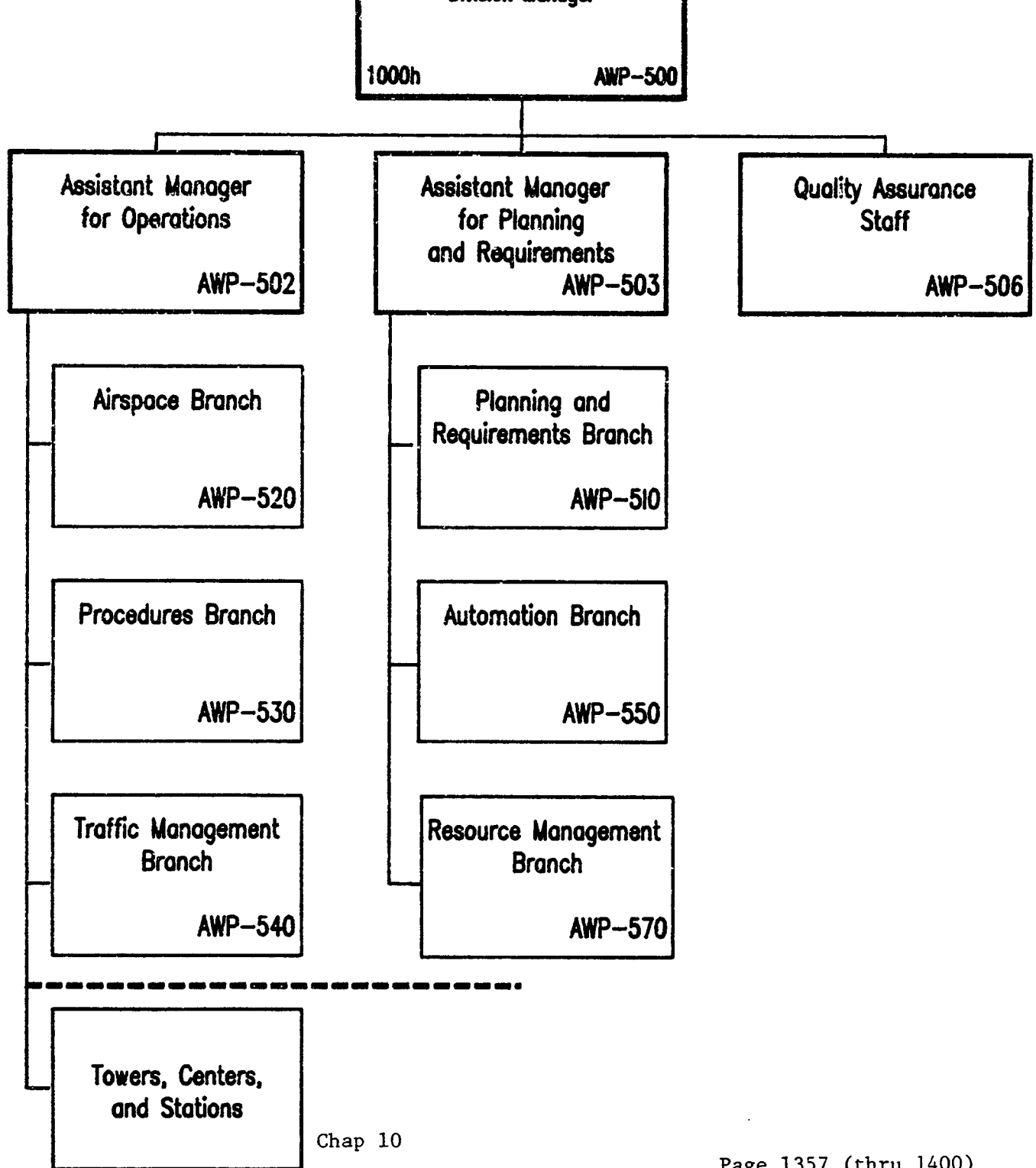
f. The Air Traffic Division has two assistant managers.

(1) The functions listed in paragraph 253c(1), (2), (7), (8), and (9) are performed by the Assistant Manager for Operations who supervises the Airspace Branch, Procedures Branch, Traffic Management Branch, and the towers, centers, and stations.

(2) The functions listed in paragraph 253c(4), (5), and (6) are performed by the Assistant Manager for Planning and Requirements who supervises the Planning and Requirements Branch, Automation Branch, and the Resource Management Branch.

1001. STRUCTURE. The structure of the Western-Pacific Region is shown in figure 10-1. The structure for the region's Air Traffic Division is shown in figure 10-2.

1002.-1099. RESERVED.



CHAPTER 11. NORTHWEST MOUNTAIN REGION

[illegible]

^{1/} F & E crews report to the Establishment Branch and Field Maintenance Parties report to the Maintenance Engineering Branch

Note. Paragraph numbers 210 thru 299 in lower corner of boxes refer to standard elements. 1100 thru 1199 refer to exceptions from standard.

b. The Northwest Mountain Region does not have an Accounting Division. The Western-Pacific Region provides accounting and data processing services to the Northwest Mountain Region.

c. The Aircraft Certification Division, paragraph 249, is the organizational element of the Transport Airplane Certification Directorate responsible for (also see paragraph 1149):

(1) FAR Part 25 transport category airplane certification and continued airworthiness programs on a national and international basis.

(2) Developing and standardizing the application of FAR Part 25 technical policies and regulations.

(3) Administering non-FAR Part 25 certification programs within the Transport Airplane Certification Directorate geographic area and coordinating with the appropriate certification directorate.

(4) Conducting Quality Assurance Systems Analysis Review (QASAR) inspections.

d. In the Flight Standards Division:

(1) Systems worthiness analysis functions are conducted as required.

(2) The region has two Aircraft Evaluation Field Groups. The functions of the groups are contained in paragraph 1150f.

(3) The Field Support Office assists field offices in operations and airworthiness in the capacity of:

(a) Educating and assisting field offices.

(b) Providing systems evaluations of certificated operators.

(c) Conducting field office evaluations.

administrative divisions report directly to the regional administrator.

h. The Financial and Information Resources Division performs the functions of the Budget Division, paragraph 242, and the Management Systems Division, paragraph 245. The division also:

(1) Performs the appraisal function for the region.

(2) Serves as a central point for contacts and liaison with the Office of Inspector General (OIG) and the General Accounting Office (GAO) at the regional level; develops the local position of OIG and GAO recommendations; and ensures that proposed official replies are reliable, complete, and responsive. Upon request of the Office of Accounting, provides input for use in the development of the agency position on OIG/GAO audit reports addressed to top management officials in the Washington headquarters; assists the Office of Accounting in carrying out its central control function; and develops and administers a system for:

(a) Ensuring that local commitments resulting from audits by OIG and GAO are met.

(b) Following up locally on conditions cited in OIG and GAO audit reports addressed to other regions or centers.

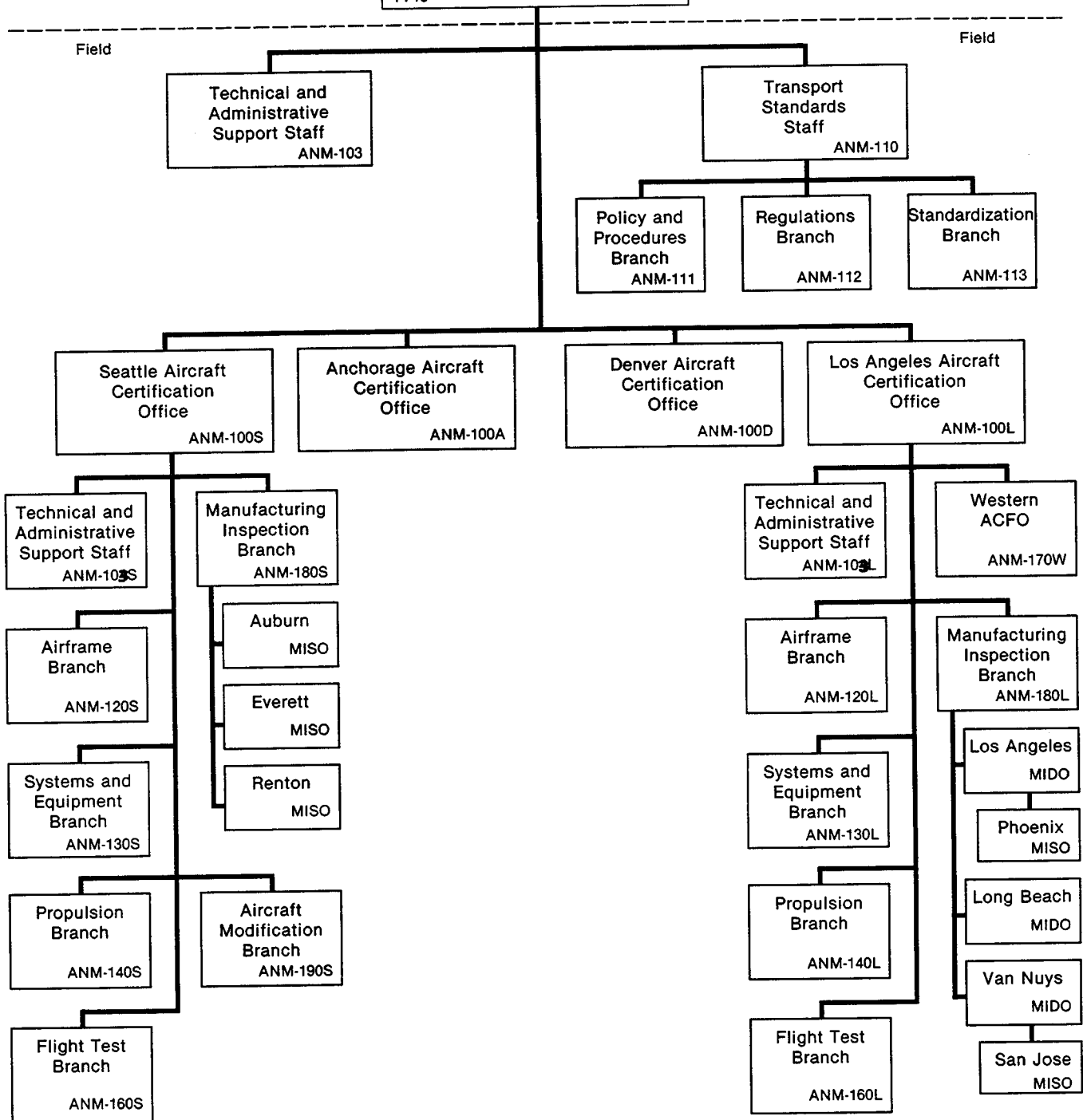
i. The region has an Organizational Development Consultant who serves as advisor and consultant to regional personnel by focusing on ways to increase organizational effectiveness.

1101. STRUCTURE. The structure of the Northwest Mountain Region is shown in figure 11-1.

AIRCRAFT CERTIFICATION DIVISION

Chap 11
Par 1149

Page 1411



paragraph 249 applies. The division is under the executive direction of the Director, Aircraft Certification Service.

b. Structure. The organizational structure of the Aircraft Certification Division is shown in figure 11-3. As the operating element of the FAR Part 25, Transport Airplane Certification Directorate (TACD), it implements transport category Type Certification (TC) and Supplemental Type Certification (STC) programs worldwide. The directorate and division boundaries for FAA engineering, flight test, and manufacturing inspection mission functions encompass the Northwest Mountain, Western-Pacific, and Alaskan Regions. The division has no headquarters subelements but incorporates the following field subelements:

(1) A Technical and Administrative Support Staff and the Transport Standards Staff colocated with the division headquarters.

(2) A Seattle Aircraft Certification Office (ACO) having mission responsibilities for the States of Washington, Idaho, and Oregon in the Northwest Mountain. A Denver ACO having mission responsibilities for the States of Colorado, Wyoming, Montana, and Utah in the Northwest Mountain Region. A Los Angeles ACO having mission responsibilities for the oceanic and land areas of the Western-Pacific Region. An Anchorage ACO having mission responsibilities for the Alaskan Region.

(3) The Western Aircraft Certification Field Office (ACFO) at Hawthorne (Los Angeles), California, as a subelement of the Los Angeles ACO.

(4) Manufacturing Inspection District Offices (MIDO) at Long Beach, Los Angeles, and Van Nuys, California, as subelements of the Los Angeles ACO.

(5) Manufacturing Inspection Satellite Offices (MISO) at San Jose, California, and Phoenix, Arizona, as subelements of the Los Angeles ACO; at Everett, Renton, and Auburn, Washington, as subelements of the Seattle ACO.

c. Functions. The functions of the division, within the assigned Transport Airplane Certification Directorate boundaries, and as the organizational element of that directorate accountable for FAR Part 25 airplanes, are those functions specified for the basic organization, paragraph 249c.

(1) Represents the DOT/FAA in contacts with the aeronautical industry, including special interest groups, general public, military services, other Federal agencies, and foreign civil airworthiness authorities on significant issues appropriate to the national interest.

(2) Reviews, as requested by higher authority, the substance of, coordinates, and recommends disposition of requests for reconsideration of original issuance, amendment, or refusal to issue or trend a TC or STC.

(3) Advises, counsels, and assists, on request, other directorates and foreign civil airworthiness authorities in the administration of their engineering and manufacturing programs for which the division has assigned interest or unique and needed technical skills.

responsible for overall management and direction of the technical support and administrative management activities of the Transport Airplane Certification Directorate (TACD) through its operating element, the Aircraft Certification Division, including the Transport Standards Staff and the Seattle and Los Angeles ACO's. Broad responsibilities of the staff directly impact accomplishment of the directorate's mission on an international basis. For activities falling within assigned functions, the staff is the primary division contact office with FAA headquarters, other directorates, Office of the Secretary of Transportation (OST), and the DOT Transportation Systems Center.

(b) Functions. The staff assists the Manager, Aircraft Certification Division, in directing, coordinating, controlling, and ensuring the adequacy of the functions of elements under the manager's executive direction. The staff:

1 Develops and administers systems and procedures to facilitate the management and control of programs.

2 Appraises the division's mission, objectives, programs, policies, and accomplishments.

3 Assesses the technical adequacy of Airworthiness Directive (AD) rulemaking recommended by FAA's national and international Aircraft Certification Offices.

4 Develops and administers the division's service difficulty program.

5 Develops and establishes career development programs and training standards for division personnel, reviews directoratewide training requests, and establishes training priorities.

6 Provides leadership in the development, assurance of adequacy, and consolidation of the Transport Airplane Certification Directorate (TACD) budget program requests.

c Organization and staffing.

d Personnel management.

e Management analysis, management information, planning, and other central services.

f Management information systems development and administration.

g Security and emergency operations for the division.

h Directoratewide word and data processing and micro-graphics systems management.

i Administrative management leadership and support.

j Coordination of interdirectorate activities.

8 With respect to the foregoing, the group:

a Develops and recommends regional, directorate, and selected national policies for issuance by the director.

b Develops and issues guidance, procedures, practices, and program plans consistent with national policies.

c Develops and recommends specific program goals and areas of emphasis to guide field program planning and performance.

d Evaluates the adequacy of existing policies, procedures, practices, and field program performance in meeting broad FAA, directorate, and division goals, as well as specific program goals.

(a) Policy and Procedures Branch.

1 Advises and participates with ACO's convening Type Certification Boards for significant projects leading to new or amended transport category TC or STC. Participation includes concurrence on certification bases, proposed special conditions, certification criteria, equivalent safety findings, flight test plans, and TC or STC recommendations.

2 Serves as focal point for providing technical advice and assistance to FAA headquarters offices and technical advice, guidance, and assistance to other directorates and division subelements.

3 Develops and recommends national policies regarding FAR Part 25 transport category airplanes for issuance by the TACD.

4 Recommends research and development projects appropriate to FAR Part 25 transport category airplanes.

5 Participates, as requested, as observer or advisor in significant transport airplane service difficulty investigation activities of the transport and other certification directorates.

6 Monitors daily issues of the Federal Register to determine which articles therein warrant ACO and/or staff notification, technical consideration, and feedback.

(b) Regulations Branch.

1 Develops, coordinates, and recommends national directives in final form for issuance by the Director of the Transport Airplane Certification Directorate (TACD) to provide technical guidance on FAR Part 25 transport category airplane TC procedures and practices.

2 Develops, coordinates, and recommends advisory circulars in final form for issuance by the TACD to provide acceptable means of compliance with FAR Part 25 standards.

supplementary regulatory material relating to transport category airplanes.

5 Develops, coordinates, and recommends special conditions and actions on exemption petitions in final form for issuance by the TACD Director.

6 Provides staff support to the TACD Regional Regulatory Review Board.

(c) Standardization Branch.

1 Facilitates the involvement of the TACD in all foreign and domestic TC programs and assures the consistent and equitable application of FAR Part 25 airworthiness standards and technical policy worldwide.

2 Acts as the TACD focal point for all transport airplane certification projects and assures accomplishment of project officer functions in accordance with applicable Federal Aviation Regulations, FAA orders, and Airworthiness Directives.

3 Develops and coordinates the Certification Program Plan that identifies significant issues requiring TACD approval and specifies the level of delegation of certification authority to the geographic ACO.

4 Advises and confers with foreign civil airworthiness authorities and manages all foreign certification activity for which U.S. type certification under bilateral airworthiness agreements is required.

5 Represents the TACD in all appeal requests from aircraft certification offices, manufacturers, and foreign airworthiness authorities for reconsideration of established TACD policy and/or regulatory interpretations.

6 Conducts FAR Part 25 certification activity studies on a national and international basis and disseminates information to the aircraft certification offices and other directorates as may be required to share study results.

difficulties.

1 The Seattle ACO is accountable for mission accomplishment within the States of the Washington, Idaho, and Oregon of the Northwest Mountain Region. The ACO has special mission responsibility for transport airplane programs of the Boeing Company.

2 The Los Angeles ACO is accountable for mission accomplishment within the land and oceanic area of the Western-Pacific Region and has special mission responsibility for transport category airplane programs of the McDonnell Douglas Corporation and Lockheed-California Company.

3 The Denver ACO is accountable for mission accomplishment within the States of Colorado, Wyoming, Montana, and Utah of the Northwest Mountain Region.

4 The Anchorage ACO is accountable for mission accomplishment within the Alaskan Region.

(b) Functions. The office:

1 Assures compliance with agency regulations, programs, standards, and procedures governing:

a The certification of type design, production, and original airworthiness of aircraft, engines, and propellers.

b The approval of materials, parts, appliances, and replacement and modification parts for use on civil aircraft.

2 Assures prompt investigation and effective processing of violations of regulations.

3 Assures surveillance of production approval holders and suppliers in accordance with pertinent agency directives.

4 Implements internal audit systems for the review, evaluation, and improvement of aircraft certification programs.

5 On request, provides aircraft certification expertise in the investigation and analysis of aircraft accidents and incidents.

6 Implements systems for the evaluation and analysis of service difficulties and for initiating necessary corrective action.

9 In response to annual Calls for Estimates and in the administration of assigned budget allocations, promotes the efficient, effective, and economic utilization of FAA resources in the conduct of certification programs.

10 Appoints and monitors the activities of Designated Engineering Representatives (DER), Designated Manufacturing Inspection Representatives (DMIR), Designated Airworthiness Representatives (DAR), and Designated Alteration Station (DAS).

11 Recommends technical policies, guidance, and standards related to type certification programs and service difficulty actions.

12 Monitors, evaluates, and acts to assure the continued airworthiness of products approved within the boundary of ACO responsibility.

13 Implements a procedure such that the Manager, Aircraft Certification Division, is promptly informed of any pending AD action that is of an emergency nature or portends controversy.

14 Secures, as required by type certification bases, compliance with applicable noise certification standards of FAR Part 36 and other environmental regulations promulgated by FAA or other agencies.

15 Develops and recommends for approval and issuance by the Director, Aircraft Certification Service, or, as delegated, approves and issues type or supplemental type certificates, amendments, suspensions, or cancellations thereof.

16 Exercises signature authority as delegated by the Manager, Aircraft Certification Division.

17 Approves Airplane Flight Manuals for airplane type certificated within the purview of the ACO.

18 Maintains close liaison with the major domestic transport manufacturers; e.g., Boeing (Seattle ACO) and McDonnell Douglas and Lockheed-California (Los Angeles ACO).

19 Provides, on request, technical advice and assistance to the division, Washington headquarters elements, other regions, and FAA field offices within the ACO jurisdiction.

propulsion, flight test, and manufacturing inspection technical branches. Additionally, the Seattle ACO exercises line authority over an aircraft modification technical branch. The Western ACFO exercises line authority over airframe, systems and equipment, propulsion, flight test, and aircraft modification technical sections.

3 The Seattle and Los Angeles Aircraft Certification Offices assure close interface and utilize the necessary technical service of directorate region Flight Standards Divisions via their Aircraft Evaluation Groups (AEG) or organizational equivalents for type, amendment, or supplemental type certification processes and for AD Review Board meetings.

c. Functions. The standard functions of the division are prescribed in paragraph 250. Functions and responsibilities unique to the aircraft certification directorate for transport category airplanes concerning the Aircraft Evaluation Groups are contained in paragraph 1150f(5).

d. Special Delegations. The division manages and directs all operational and maintenance aspects of the aircraft certification directorate responsibilities for transport category airplanes including:

(1) Line management of the field Aircraft Evaluation Groups.

(2) The necessary evaluation and participation in aircraft simulation and flight tests to ensure that operational characteristics of new or modified transport category airplanes are suitable for FAR Parts 91, 121, or 135 service, and other appropriate operation regulations.

(3) Representation and operational coordination for all transport aircraft type certification boards, airworthiness directive boards, flight manual review boards, etc.

(4) Serving as chairperson for, and participation in, Flight Operations Evaluation Boards, Flight Standardization Boards, and Maintenance Review Boards.

(5) The issuance of Flight Operations Evaluation Board, Flight Standardization Board, and Maintenance Review Board findings; including Master Minimum Equipment Lists, training programs, maintenance programs or other related items, and coordination on all initial issuances of airplane flight manuals and/or changes to airplane flight manuals.

(6) The maintenance of liaison with manufacturers and operators regarding the operational aspects of transport airplane development, certification, or operational implementation of FAA-certificated transport airplanes under the responsibility of the aircraft certification directorate.

e. Reserved.

f. Subordinate Organizations. Additional elements include two Aircraft Evaluation Groups which serve as field elements under the line supervision of the Flight Standards Division and are physically colocated with the respective Los Angeles and Seattle Aircraft Certification Offices.

the division's program pertaining to the:

(a) Establishment, conduct, participation, coordination, and, when applicable, providing a chairperson or member of technical boards, such as:

- 1 Flight Operations Evaluation Boards (FOEB).
- 2 Maintenance Review Boards (MRB).
- 3 Flight Standardization Boards (FSB).
- 4 Type Certification Boards (TCB).
- 5 Flight Manual Review Boards (FMRB).

(b) Coordination on changes to Airplane Flight Manuals (AFM) both type certification and supplemental type certification projects.

(c) Establishment, revision, and dissemination, as necessary, of Master Minimum Equipment Lists (MMEL) related to air carrier airplane (transport category) type certificated in the Northwest Mountain Region or other regions for which AEG responsibility has been assigned to the Northwest Mountain Region.

(d) Receipt, review, and appropriate follow-up action, as necessary, of assigned aircraft Service Difficulty Reports (SDR).

(e) Participation in the development of Airworthiness Directives (AD) for rulemaking purposes.

(f) Evaluation of assigned new or modified aircraft types for compatibility and compliance with pertinent operating rules such as FAR Parts 43, 61, 63, 91, 97, 121, 129, and 135, pertinent Aviation Standards orders or other service orders related to air traffic, facilities, or airports, ICAO references, FAA advisory circulars related to flight operations or maintenance, and other applicable FAA policies to determine suitability of the aircraft for air carrier service where compliance is sought.

(i) Establishment of operational evaluation requirements and representation of the Flight Standards Division in participation with the Seattle and Los Angeles Aircraft Certification Offices in type certification testing, supplemental type certificate testing, function and reliability testing, and other proceedings related to transport category airplanes certification. Where necessary, this will involve flight time allocation during certification flight test proceedings so that appropriate findings can be made by qualified individuals.

(j) Representation of the Flight Standards Division, and, where designated, the aircraft certification directorate, in meetings and consultations with FAA offices and services, industry, U.S. military, NASA, other governmental organizations, ICAO, and other international agencies in matters concerning specific new or modified transport category airplane types assigned to the office.

(k) Consultation and assistance to the region's AEG staff and/or to FAA headquarters offices in the development of draft national policies or projects for rules, procedures, orders, advisory circulars, or other matters related to aircraft operations and maintenance under FAR Parts 43, 61, 63, 91, 97, 121, 129, and 135, which pertain to lead region functions for certification of transport category airplanes or assigned airplane types.

(l) Maintenance, knowledge, appropriate execution, or recommendation of FAA actions related to manufacturer service bulletins, manufacturer or airline aircraft operating problem meetings, or other pertinent activities pertaining to flight operations and assigned aircraft types.

(m) Consultation and assistance to lead region AEG staff and/or to FAA headquarters in the development of draft Air Carrier Operations Bulletins or Operations and Maintenance Alerts that pertain to assigned airplane types or operating rules.

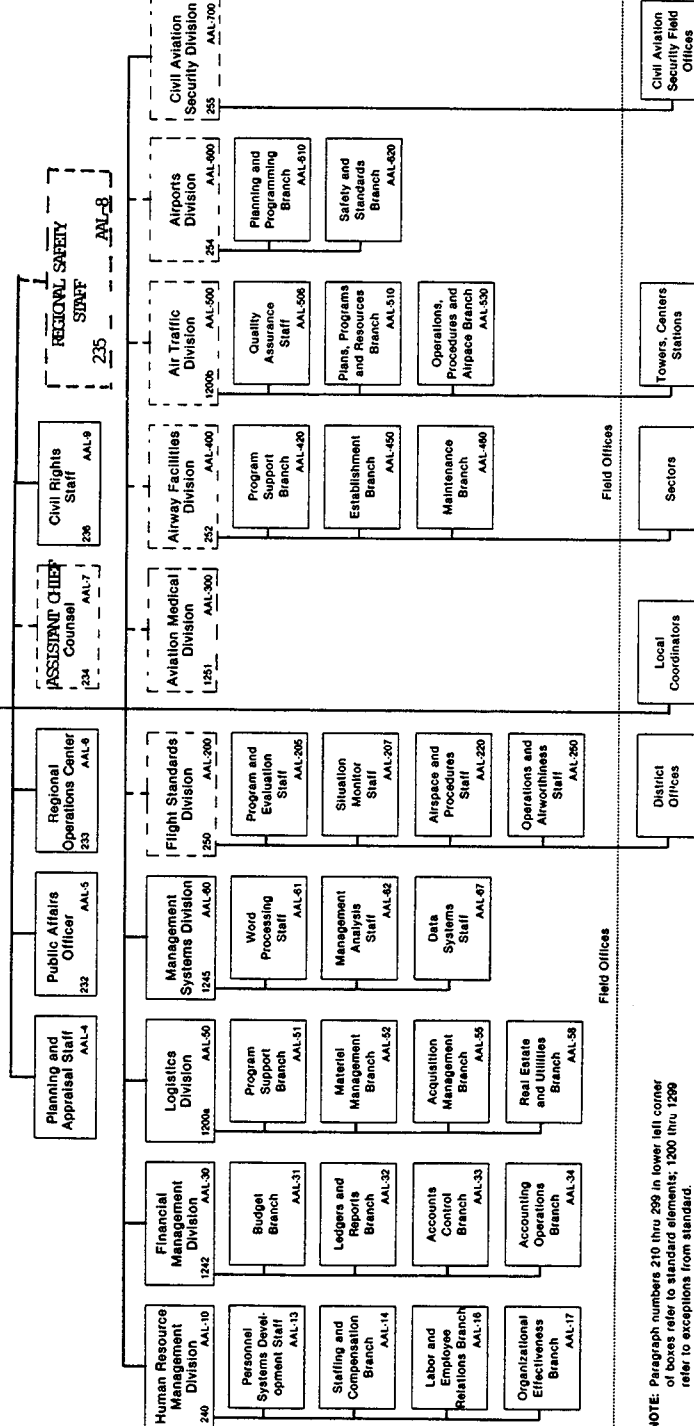
(n) Review, surveillance, and approval of regional transport category airplane manufacturers' FAR Part 121 training programs, including programs for existing, new, and/or modified aircraft. This responsibility may be delegated, as necessary, to ACDO's or FSDO's in the geographical area, when appropriate.

aircraft operating problem meetings, when requested, and providing any necessary FAA follow-up actions as a result of such meetings.

(q) Assistance in accident or incident investigations, analysis, and implementation of corrective actions, related to the particular aircraft types assigned, when requested.

CHAPTER 12. ALASKAN REGION

REGIONAL	
210 ADMINISTRATOR	AAL-1
DEPUTY REGIONAL	
211 ADMINISTRATOR	AAL-2



NOTE: Paragraph numbers 210 thru 299 in lower left corner of boxes refer to standard elements; 1200 thru 1299 refer to exceptions from standard.

award or administration of regional contracts; ensures objective determination of the facts; evaluates validity of the protest and develops the regional position; prepares and coordinates the regional reply, including coordination with the Assistant Chief Counsel; follows up to ensure that any promised action is accomplished; and refers all questions pertaining to the legal aspects of protests and inquiries to the Assistant Chief Counsel.

b. In the Air Traffic Division, the International Aviation Officer function is assigned to the Manager, Air Traffic Division, as collateral duty.

c. The Financial Management Division performs the functions of the basic Accounting Division, paragraph 241, and Budget Division, paragraph 242 (see paragraph 1242).

d. The functions of the Management Systems Division (see paragraph 1245) include reviewing regional program performance, managing the regional word processing program, and administering the Privacy and Freedom of Information Acts.

e. The functions of the Aviation Medical Division (see paragraph 1251) include medical advisory services and the medical transportation program which are peculiar to the region.

f. The local coordinators perform the functions described in paragraph 275.

1201. STRUCTURE. The structure of the Alaskan Region is shown in figure 12-1.

point for regional division with all/123, 651, and/ 6167

b. Structure. The organizational structure of the Financial Management Division is shown in figure 12-1.

c. Functions. The Financial Management Division:

(1) Formulates, reviews, presents, and executes the regional budget. Ensures the accuracy, financial integrity, and timeliness of budget submissions, and conformance to budget standards and policies. Provides financial management information to the regional administrator and other key regional officials. Develops supplementary instructions required for regional purposes.

(2) Prepares budget estimates, working with all elements of the region in analyzing and determining the content of such estimates. Compiles budget estimates, recommending to the regional administrator the levels of personnel and fund requirements necessary to accomplish the regional mission.

(3) Administers the fiscal work programs of the region by assuring the internal allocation of funds in accordance with their availability and time-phased needs of each program, assuring adherence to staffing allocations and fiscal limitations.

(4) Develops requirements for financial management and budgetary reporting. Designs and installs local accounting systems and procedures for the region. Initiates and, in coordination with representatives of other divisions, develops implementing procedures for integrating physical property records with the monetary accounting systems.

(5) Installs and maintains the agency accounting system as applicable to the region, to provide effective services and accounting control relating to funds, property, and other assets, liabilities, costs, and revenues of the region. Within the design and specifications of the agency system, provides for amplification to meet special regional needs.

(6) Operates the regional accounting and financial reporting systems; interprets agency accounting and travel policies and regulations.

(7) Analyzes and presents accounting data to regional officials for management attention and decisionmaking. Provides historical financial information for all regional purposes.

(10) Serves as a central point for contacts and liaison with the OST Office of the Inspector General and GAO at the regional level. Coordinates the local position on OST and GAO recommendations and ensures that proposed official replies are reliable, complete, and responsive. Develops and administers a system for ensuring that the local commitments resulting from audits by OST and GAO are met. Assists the FAA headquarters Office of Accounting in carrying out its central control function.

(11) Provides regional management with independent evaluation of financial data supporting cost versus benefit analyses; proposals involving acquisition, disposal, or relocation of assets; management studies having cost implications; and adequacy and effectiveness of cost reporting.

(12) Collaborates with the FAA headquarters Office of Accounting in the development of agency accounting policies, plans, standards, and procedures.

(13) Provides imprest fund cashier and disbursement services.

(14) Manages the manpower (labor) distribution reporting system, the accounting portion of the project costing system, the accounting portion of the regional Materiel Management Accounting System, and the accounting portion of the Personal Property In-Use System.

d. Special Delegation. Reserved.

e. Special Relations. Reserved.

b. Structure. The organizational structure of the Management Systems Division is shown in Figure 12-1.

c. Functions. In addition to the functions prescribed in paragraph 245, the division:

11. Manages the regional word processing program.
12. Provides staff support to the director in managing the regional Area/Local Coordinator Program.
13. Administers the regional programs in support of the Privacy Act and Freedom of Information Act.
14. Administers the Regional Goals and Objectives Program.
15. Evaluates the effectiveness of assigned programs and functions throughout the region.
16. Acts as the lead organization for position management within the region.
17. Administers the region's Conference Management Program.

(8) Provides medical services to personnel of field offices in the Anchorage area through the use of the two physicians and two occupational health nurses assigned to the regional headquarters Aviation Medical Division. The Alaskan Region does not have a clinic at the Anchorage Air Route Traffic Control Center. However, the Medical Clinic in the regional headquarters building, which is located a short distance from the Center and other Air Traffic facilities in the Anchorage area, performs all air traffic control specialist annual examinations and provides an occupational health program for all employees in the Anchorage area.

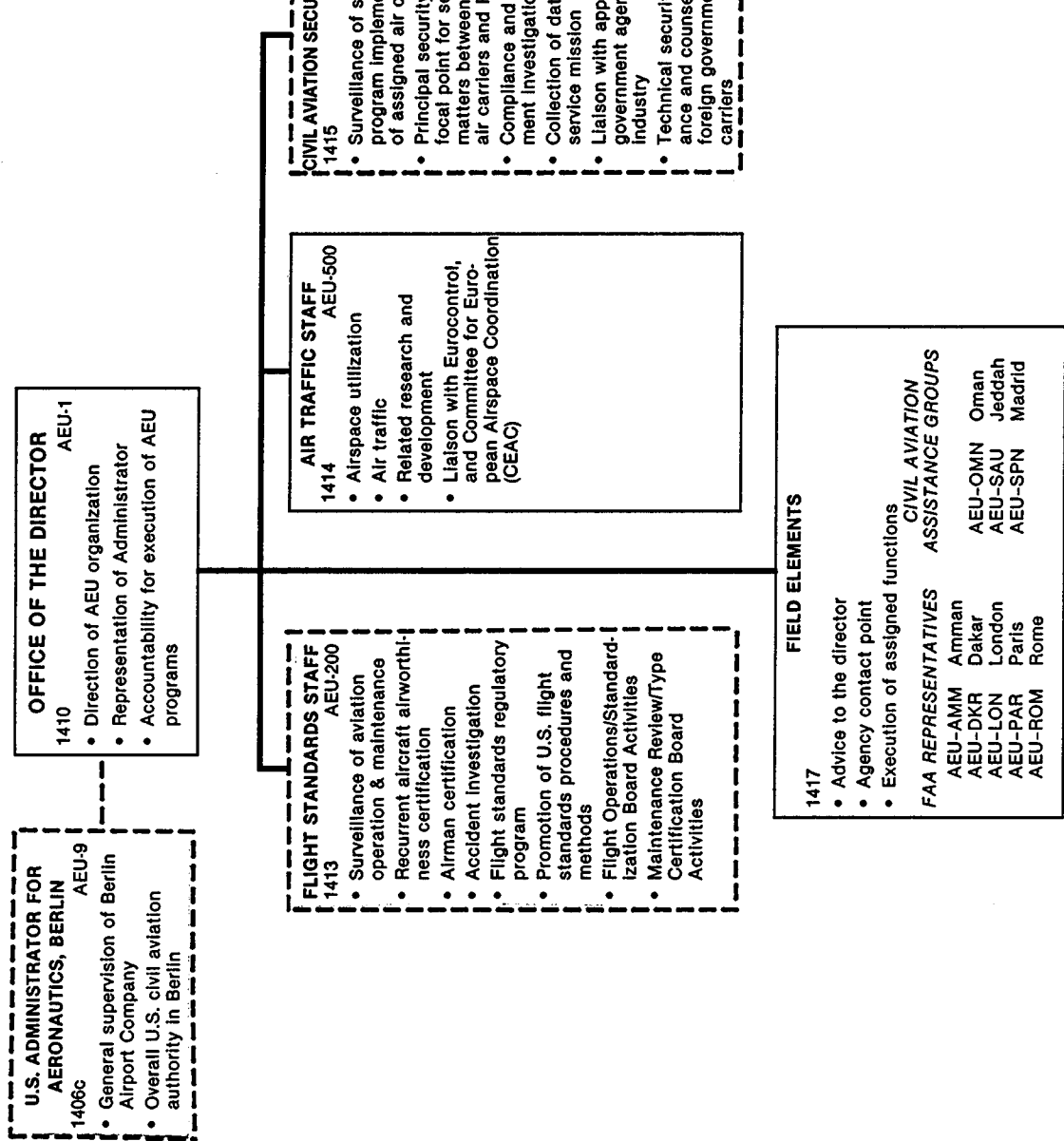
(9) Conducts periodic visits field offices and facilities to advise and assist on medical matters. Additionally, in the Alaskan Region, an extensive occupational health program is carried on at our field locations due to their remoteness from medical support. This program includes medical clinics with examination of employees and dependents with medical problems, immunizations, and biennial chest X-ray screening programs. In addition, an education program in medical self-help/first aid courses and cardiopulmonary resuscitation (CPR) is conducted in the regional headquarters area, as well as at remote stations on a recurring biennial program.

(10) Provides medical advisory services to personnel and dependents at remote field stations where no medical services are available on a 24-hour, 7-days-a-week basis. Telephone contact with a physician (either FAA, employee's personal physician, or Public Health Service Medical Officer-in-Charge) is via the Regional Communications Control Center, if during other than regular working hours.

(11) Monitors an "emergency" medical transportation program for employees and/or dependents assigned to remote field stations with no medical facilities which provides transportation to the nearest location where emergency treatment can be administered, in accordance with Section 9(1)(1) of the Department of Transportation Act.

CHAPTER 14. EUROPE, AFRICA, AND MIDDLE EAST OFFICE

EUROPE, AFRICA, AND MIDDLE EAST OFFICE



coordination and conjunction with elements of U.S. diplomatic missions with a view to:

a. Encourage and foster the development of civil aeronautics and air commerce.

b. Provide for the safety and efficiency of United States aviation.

1401. FUNCTIONAL ORGANIZATION. The functional organization of the Europe, Africa, and Middle East Office is shown in figure 14-1.

1402. FUNCTIONS. Subject to policy guidance received from headquarters, all technical programs and nontechnical activities with foreign nationals and foreign governments conducted by the director, the director's organization, or straightline organizations will be carried on with the full knowledge and in accordance with the advice or approval of the ambassadors or deputy chiefs of missions of United States Representative's Office, North Atlantic Treaty Organization, and United States Missions to the European Economic Commission, and other diplomatic missions in the area. Under these arrangements, the organization, within its assigned area of responsibility:

a. Represents FAA in agency relationships with civil and military officials of the U.S. Government, with United States aviation officials, with regional officials of the International Civil Aviation Organization (ICAO), and International Air Transport Association (IATA), Eurocontrol, Committee for European Airspace Coordination, Civil Aviation Policy Committee, Organization for European Cooperation and Development, and other international organizations in Europe, Africa, and the Middle East.

b. As specifically designated, provides representation on standing international committees in the aviation field, reporting to and receiving guidance and resource support from interested Government agencies.

special projects as assigned.

e. In conjunction with civil air attaches, commercial attaches, and other mission elements, where appropriate, promotes the development of civil aviation and of U.S. interests relating to civil aviation.

f. Promotes the common system of air traffic control and navigation for both civil and military aircraft.

g. Provides representation for FAA at regional meetings of the International Civil Aviation Organization and other international organizations in respect to regional aviation matters, as directed by the Associate Administrator for Policy, Planning, and International Aviation.

h. Fosters civil aviation assistance in accordance with agency policy and coordinates agency activities in the area with such assistance.

i. Provides coordination for technical assistance as requested by FAA headquarters.

j. Participates, as requested by the Director of International Aviation (AIA), in the negotiation and implementation of reimbursable agreements with foreign governments, parties, or international organizations.

k. Provides information to FAA managers on the civil aviation security programs of the agency designed to prevent hijackings, sabotage, and other criminal acts against aviation and to facilitate the exchange and assessment of security threat data.

l. Appraises overall mission accomplishment in Europe, Africa, and the Middle East. Ensures that executive directors and associates are notified of the governmental reaction to U.S. plans and programs, as well as possible barriers to achieving desired program objectives.

m. Identifies, coordinates, facilitates, and advocates positions on local issues that cross program lines. Provides leadership to ensure that operational plans and programs are fully coordinated.

addition, AIA-1 should be notified. The notification will allow AEU-1 to contact the appropriate government officials in time to brief the FAA operating official who will be visiting the foreign country. In rare instances of operational emergency, travel may be conducted without prior approval. In such cases, AEU-1/AIA-1 shall be notified at the earliest practicable dates.

o. Participates in policy, planning, and budget formulation.

p. Interfaces with industry, the public, and various governmental bodies in Europe, Africa, and the Middle East. AEU-1 is the senior FAA spokesperson for Europe, Africa, and the Middle East.

q. Participates in selection of key functional managers in AEU.

r. Participates in rating key functional managers in AEU.

s. Represents FAA with U.S. Embassies in Europe, Africa, and the Middle East. This includes responsibility for securing Embassy approval of FAA staffing and for providing administrative support.

t. Manages Civil Aviation Assistance Groups (CAAG) in its geographic area.

u. Provides, as approved by the appropriate executive director, advice and staff assistance to the managers of the Flight Standards, Air Traffic, and Civil Aviation Security staffs.

1403. SPECIAL DESIGNATIONS. As officially and individually designated by the agency and approved by the Department of State, the director is:

a. The United States Civil Member of the Committee for European Airspace Coordination (CEAC) of NATO.

b. United States observer to Eurocontrol, reporting as such to the Interagency Group on International Aviation (IGIA) through U.S. Embassy channels to the Department of State.

to agency policies, standards, and procedures, to the technical guidance of offices and services, and to limitations prescribed by the Associate Administrator for Policy, Planning, and International Aviation.

b. Where agency policy, standards, and procedures have not been established, the Director, Europe, Africa, and Middle East Office, shall request guidance from headquarters. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, the director shall report such problems to the appropriate level in the agency. In the event of conflict between these and delegated authority, the director shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, it should be referred to the Associate Administrator for Policy, Planning, and International Aviation. Pending resolution or in the event of an emergency, the director is authorized to take such actions as necessary and consistent with agency interest, objectives, and policy. Regardless of delegated authority, the director should submit any matter to FAA headquarters for advice, decision, or action whenever it is of sufficient significance to warrant such attention.

1405. GENERAL LIMITATIONS ON DELEGATION OF AUTHORITY.

a. In exercising delegated authority, the director shall take no action that is in conflict with any of the following:

(1) The Federal Aviation Act and Federal Aviation Regulations, as they apply to FAA statutes, Executive orders, agreements, Department of Transportation Regulations, or Governmentwide regulations.

(2) International treaties, agreements, commitments, policies, political or protocol requirements, or instructions of United States Ambassadors, in countries to which they are accredited.

(3) Policies, program objectives, directives, and instructions issued by or on behalf of the Administrator.

b. In exercising delegated authority, the director shall ensure that required program approvals are obtained from the cognizant offices or services before action is taken.

c. The authority delegated herein does not include authority for those actions which are reserved to an executive director or associate administrator, or performed for the Europe, Africa, and Middle East Office by an office or service. These include, but are not limited to, actions in:

(1) Employee development, training, personnel management, labor management relations, and wage rates.

(2) Investigations and security.

(3) Accounting and payroll services.

1406. SPECIAL RELATIONS.

a. FAA headquarters components provide the Europe, Africa, and Middle East Office with the same services that are furnished offices and services located in Washington. Certain administrative support services are also provided to its overseas offices by the local U.S. Embassies (American Consulate General in the case of the Frankfurt and Jeddah offices). These services are provided under reimbursable agreements between the Department of State and FAA.

b. As requested or approved by the Director of International Aviation on a case-by-case basis, AEU provides technical advice and assistance to foreign governments on the planning and development of aviation matters in which it has capability; when AEU does not have such capability, the appropriate headquarters office or service provides or arranges for such assistance and for the assignment of appropriate talent to AEU in coordination with AIA. When a foreign government requests AEU to provide such technical advice and assistance or otherwise participate in activities in which it does not have the capability, AEU is responsible for obtaining approval of FAA headquarters through AIA prior to making a commitment.

attendance, payroll, accounting, transfers, and reassignments. On all matters of common concern, coordinates with the American Embassy, Bonn, through which the Department of State exercises supervision and control over the position and the incumbent thereof.

d. Executive directors and associate administrators exercise operational and technical functional authority over the straightline operational program elements located in the Europe, Africa, and Middle East Office's area of operations. The Director, Europe, Africa, and Middle East Office, will provide logistical and local administrative support to the straightline operational elements and liaison service between these elements and the respective U.S. Embassies and Consulates. Straightline organizations will provide the Director, Europe, Africa, and Middle East Office with any and all support needed to fully discharge the responsibilities of that office.

1407.-1409. RESERVED.

within the director's jurisdiction.

c. Serves as the senior FAA spokesperson for Europe, Africa, and the Middle East Office.

1411.-1412. RESERVED.

maintenance activities of U.S. air carriers and commercial operators; providing assistance as requested by other certificate-holding regions in the inspection and surveillance of air carriers, commercial and air taxi operators; inspection and surveillance of general aviation operating U.S.-registered aircraft within the area.

b. Inspection, certification, and surveillance of maintenance facilities of U.S. scheduled and supplemental air carriers, commercial operators, repair stations, and foreign air carrier parts pool facilities.

c. Recurrent airworthiness certification and the continuing airworthiness of air carrier and general aviation aircraft.

d. Examination, certification, and surveillance of FAA-certificated flight and maintenance airmen and instructors; utilization, selection, and surveillance of designated examiners of FAA.

e. Inspection of airport and airway facility systems from the standpoint of their adequacy for use by U.S. carriers and other U.S. operators.

f. Reporting and investigation, or participation in the investigation of, accidents involving U.S.-registered aircraft, U.S.-manufactured aircraft, and violations, as appropriate.

g. Evaluation of technical adequacy of field program performance.

h. Preparation of office directives to implement agency policies and standards and recommending their approval by the director and prescribing office goals and areas of emphasis to guide field office program planning and performance.

i. Providing of limited technical assistance to U.S. embassies, foreign governments, and aeronautical establishments concerning flight standards procedures, practices, and policies.

j. Promotion and encouragement of foreign governments' and industries' acceptance and adoption of U.S. flight standards policies, procedures, and methods to establish a commonly acceptable level of safety.

(3) Maintenance Review Board.

(4) Type Certification Boards.

system of air traffic control of civil and military traffic.

b. Encourages and assists, as required, in the implementation of the worldwide air navigation systems for which standards are adopted by the International Civil Aviation Organization (ICAO) navigation system.

c. Maintains technical and operational liaison with Eurocontrol.

d. Provides technical staff service for FAA and the U.S. Government in the Committee for European Airspace Coordination (CEAC).

e. Conducts technical liaison with foreign countries in the assigned area on aviation research and development matters.

f. Implements agreements on jointly sponsored research and development programs with foreign countries in the assigned area and handles technical contract aspects on such agreements when requested by the Washington headquarters.

g. Provides analytical and interpretative information on current and future research and development trends in the assigned area and reports such information to agency headquarters.

h. Evaluates the technical adequacy of field performance.

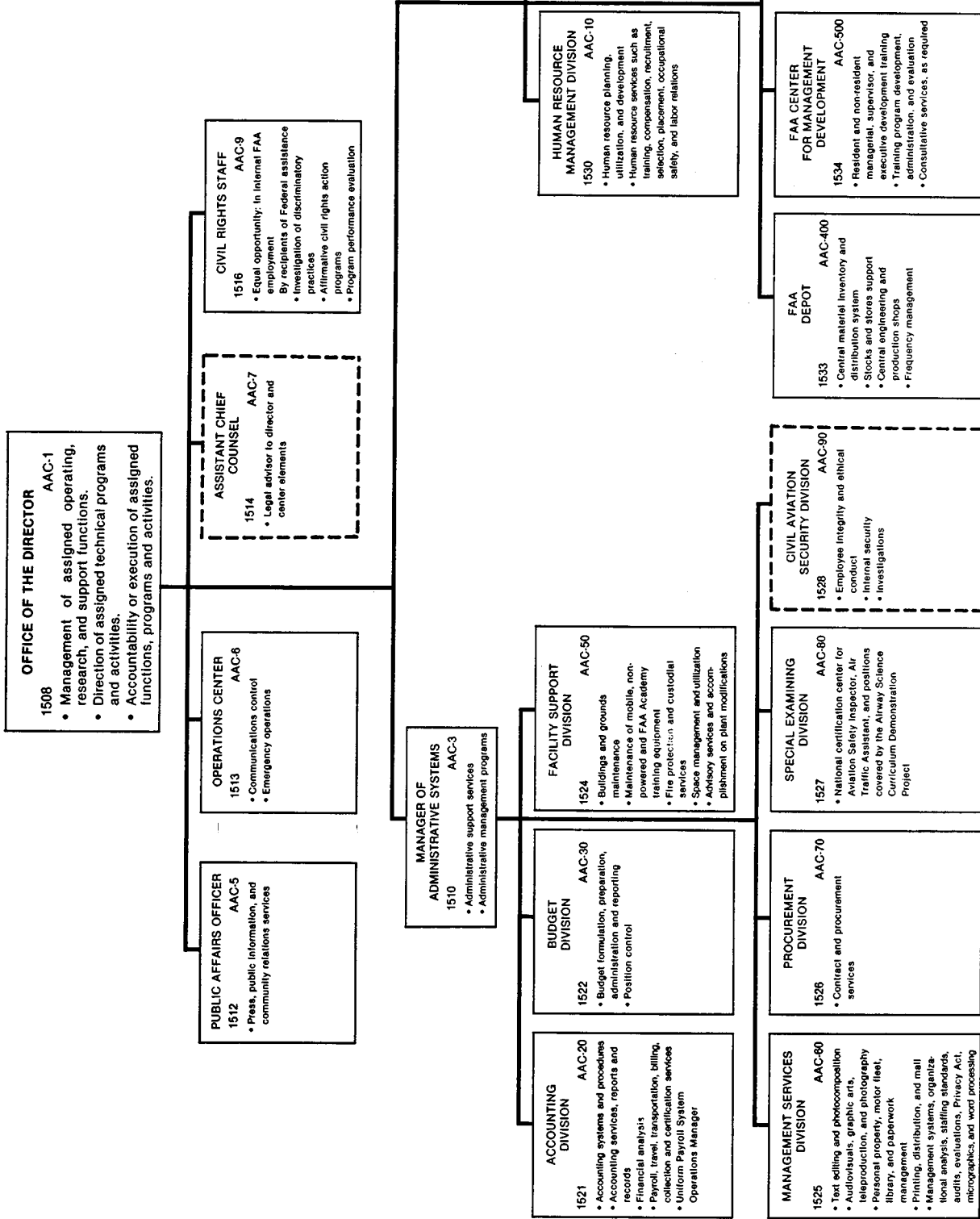
- a. Conducts agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Antihijacking Act of 1974, the Air Transportation Security Act of 1974, and applicable Federal Aviation Regulations.
- b. Establishes and maintains principal security inspector relationships with assigned foreign air carriers as prescribed in Order 1650.14, Aviation Security Handbook.
- c. Establishes and maintains contact with U.S. flag carriers and foreign air carriers operating in the region regarding all pertinent aviation security matters.
- d. Inspects and monitors U.S. air carrier operations subject to FAR Section 121.538 and foreign air carrier operations subject to FAR Section 129.25.
- e. Provides technical security guidance to foreign air carriers subject to FAR 129.25 and reviews security program information and implementation by carriers for effectiveness.
- f. Conducts security and enforcement investigations, including corrective action and/or recommendation for legal actions.
- g. Meets with foreign government civil aviation counterparts and other appropriate officials at the foreign governments' national level, as well as with lower level officials (State and local) of organizations and agencies, to exchange technical security information.
- h. Collects, assembles, and evaluates information affecting the safety of civil aviation; reports priority matters to the Director of Civil Aviation Security; and disseminates pertinent information to other U.S. Government authorities, industry, and appropriate foreign aviation authorities.
- i. Provides technical security information and guidance to civil aviation counterparts of foreign governments.

1417. FUNCTIONS OF FIELD ELEMENTS. The field elements plan, direct, coordinate, and administer the execution of all agency programs assigned by the director. In this capacity, these officials represent and are directly responsible to the director for the performance of FAA programs and functions, the development of resource requirements (including physical, materiel, and personnel), and the effective economical utilization of assigned resources. The Europe, Africa, and Middle East Office has offices at the following locations:

- a. FAA Representative, Rome, Italy.
- b. FAA Representative, London, England.
- c. FAA Representative, Paris, France.
- d. FAA Representative, Dakar, Senegal.
- e. FAA Representative, Amman, Jordan.
- f. CAAG Manager, Muscat, Oman.
- g. CAAG Manager, Madrid, Spain.
- h. CAAG Manager, Jeddah, Saudi Arabia.

CHAPTER 15. MIKE MONRONEY AERONAUTICAL CENTER

MIKE MONRONEY AERONAUTICAL CENTER



which are not susceptible of assignment to, or division among, the regions as regional operating programs. The term "Aeronautical Center" includes only those organizations that report to the Director, Aeronautical Center. Tenant organizations located on the Aeronautical Center property are not integral parts of the Aeronautical Center.

1501. MISSION. The Aeronautical Center conducts centralized training and central warehousing and supply and provides certain automatic data processing (ADP) services for national and local programs.

1502. STRUCTURE. The organizational structure of the Aeronautical Center is shown in Figure 15-1. Although the program elements reporting to the director are not all called divisions, they are considered divisions, and their subordinate elements are branches. The heads of all divisions are called managers, with the exception of the head of the FAA Academy, who is called a superintendent and the head of the FAA Center for Management Development, who is called a dean.

1503. FUNCTIONS. The Aeronautical Center:

- a. Operates the FAA Academy which provides training for FAA employees and other Governmental and nongovernmental employees.

- b. Provides for the management and distribution of FAA material and for the operation and maintenance of the centralized materiel system.

- c. Provides central data processing operations, systems, and programming services for assigned national and local ADP programs.

guidelines, standards, systems, and procedures. The civil aviation security functions come under the executive direction of the Washington headquarters.

b. The Director, Aeronautical Center, is delegated the authority to take any action with respect to the director's assigned responsibilities and functions, subject to agency policies, standards, and procedures, to the technical guidance of offices and services, and to the limitations set forth in paragraphs 1504 and 1505. The director may redelegate authority except where otherwise provided.

c. Where agency standards and procedures have not been established, the center director shall request guidance from the FAA headquarters. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, the director shall report such problems to the appropriate level in the FAA headquarters. In the event of conflict between these and the director's own delegated authority, the director shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, the director will refer the problem to the appropriate associate administrator or the Executive Director. Pending resolution or in the event of an emergency, the director is authorized to take such action as (in the director's judgment) is necessary and consistent with agency interests, objectives, and policy. Regardless of authority, the center director may submit any matter to the FAA headquarters for advice, decision, or action, and the director should do so when (in the director's judgment) a matter is of sufficient significance to warrant such attention.

d. The Director, Aeronautical Center, is delegated 20-year leasing authority to perform all functions in connection with the leasing of space at the Aeronautical Center pursuant to General Services Administration Federal Property Management Regulations, Temporary Regulation D-21 (35 Fed. Reg. 6299, 17 April 1970). This includes authority to administer the existing lease; construct by lease and modify, thereafter, and amend said leases and assign and reassign the space demised, including the operation, maintenance, control, and protection thereof. This delegation shall expire 20 years from the effective date of the lease covering the space to be leased or upon termination of the lease, whichever is earlier. The center director shall obtain approval of each project from the Executive Director using procedures similar to those prescribed in paragraph 116 of Order 4660.1, Real Property Handbook, and then advise the Executive Director, 45 days in advance of the planned effective date of each intent to exercise this delegation of authority. The director may not redelegate this authority.

ADR studies, surveys, or material changes in procedures involving national ADR programs without approval of the appropriate Washington staff organizations, except as there may be studies preliminary to recommendations from the center director that a given national program be initiated or explored.

b. Reference Paragraph 222c(1), Financial Management. The provisions of Order 2500.3D and Order 2500.30C shall apply with regard to adjustments of fiscal programs.

c. Reference Paragraph 222c(6), Financial Management. Substitute the following limitation: The director shall not enter into new or amended leases for any Aeronautical Center space not included in an approved fiscal program or budget estimate until clearance with the Office of Budget to assure fund availability. Changes solely for utilities or supporting service costs are excluded from this provision.

d. Reference Paragraph 222d, Training. Substitute the following limitation: The director shall not arrange or contract for out-of-agency training for the agency at large, except such training approved in the published annual training program.

1506. RESERVED.

security, purchasing and contracts, labor management relations, public relations, civil rights, computer and automatic data processing for the flight inspection operational program, and such other support activities, including budget services within the terms of paragraph 1507a(5) as are necessary for operational functioning.

(2) Acting as agent in negotiating to obtain other or supplemental administrative support services.

(3) Providing the full range of administrative support services for services performed on a reimbursable basis to organizations outside the FAA.

(4) Providing technical operating inventory account services for those aircraft and avionics maintenance organizations under its control. These services shall include ADP and accounting support for item inventory control, financial data, and cost data.

(5) Providing a separate and exclusive fiscal program for the Aviation Standards National Field Office, as designated by the Office of Budget, from within the Aeronautical Center allotment. The Director, Aviation Standards National Field Office, has the overall responsibility for the administration of the AVN program including, approving adjustments and determining staffing for AVN from overall levels authorized by the Office of Budget.

engineering support program, and such other support activities.

(2) Acting as agent in negotiating to obtain other or supplemental administrative support services.

(3) Providing the full range of administrative support services for services performed on a reimbursable basis to organizations outside the FAA.

(4) Providing a separate and exclusive fiscal program for the National Airway Engineering Field Support Sector as designated by the Office of Budget from within the Aeronautical Center allotment. The Director, Systems Maintenance Service, has the overall responsibility for the administration of the support program, including approving adjustments and determining staffing from overall levels authorized by the Office of Budget.

c. The Aeronautical Center provides services to the Civil Aeromedical Institute to include:

(1) Providing the full range of administrative support services including personnel, training, accounting and payroll, budget, investigations and security, purchasing and contracts, labor management relations, public relations, civil rights, computer and automatic data processing for aeromedical certification, and other support activities.

(2) Acting as agent in negotiating to obtain other or supplemental administrative support services.

(3) Providing the full range of administrative support services for services performed on a reimbursable basis to organizations outside the FAA.

(4) Providing a separate and exclusive fiscal program for the Civil Aeromedical Institute as designated by the Office of Budget, from within the Aeronautical Center allotment. The Federal Air Surgeon has the overall responsibility for the administration of the CAMI program, including approving adjustments and determining staffing from overall levels authorized by the Office of Budget.

d. The Aeronautical Center provides services to the Assistant Chief Counsel for the Aeronautical Center which comes under the executive direction of the Office of the Chief Counsel.

e. The Aeronautical Center provides services to the Civil Aviation Security Division which comes under the executive direction of the Associate Administrator for Aviation Standards.

program assignments and priorities, and administers the Aeronautical Center's emergency operations program.

b. The director represents the agency in negotiations with the Oklahoma City Airport Trust and with other public and private representatives with respect to matters which relate to the Aeronautical Center and are within the scope of the delegated authority of the director.

c. The director maintains relationships with and advises the executive director, associate administrators, and the directors of the offices and services on the conduct and problems regarding center operations, and other support functions, including conflicts or problems in assigned technical programs and priorities; maintains relationships with regional administrators regarding services provided or planned involving regional programs; and coordinates with the Southwest Region, as necessary, with respect to the total FAA program and facilities in the vicinity of Oklahoma City which involve discussions with local Government officials.

1509. DEPUTY DIRECTOR, AERONAUTICAL CENTER. The deputy director is the second ranking official in the Aeronautical Center. The deputy serves as Acting Aeronautical Center Director in the absence or disability of the center director. The deputy aids the Aeronautical Center Director in performing the functions and exercising the authority and responsibility vested in the office. The deputy coordinates and gives general guidance to the program divisions.

- a. Accounting Division.
- b. Budget Division.
- c. Facility Support Division.
- d. Management Services Division.
- e. Procurement Division.
- f. Special Examining Division.

1511. RESERVED.

aviation community and collaborates as appropriate with the regions and with Washington headquarters; and coordinates with the Southwest Region, as necessary, with respect to information activities affecting the total FAA program and facilities in the vicinity of Oklahoma City.

b. Functions. The Public Affairs Staff:

(1) Plans, initiates, and executes the center public affairs program, within the framework of the national public affairs policy.

(2) Monitors and clears all information on center activities released to the public, providing editorial counsel and assistance where required in the preparation of information for public release.

(3) Maintains liaison with organized aviation groups, the press, and other information organizations for the purpose of disseminating center program information and promoting civil aviation.

(4) Assures proper center representation in meetings of the aviation community and the public of Oklahoma City relating to center responsibilities.

(5) Executes or assists in executing national general aviation programs assigned to the center.

b. Functions. The Operations Center:

- (1) Provides prompt and reliable communications to and from FAA top management to enable these officials to respond quickly to routine and emergency operations.
- (2) Provides rapid, reliable, and effective methods of obtaining, processing, summarizing, and presenting information to the Aeronautical Center Director and key personnel.
- (3) Maintains and provides status information on the location of key personnel, severe weather conditions, emergency readiness, and significant occurrences affecting the Mike Monroney Aeronautical Center.
- (4) Serves as the communications backup for the various Mike Monroney Aeronautical Center organizations during non-duty hours and notifies officials of significant events brought to the communications duty officers' attention by Aeronautical Center, Aviation Standards National Field Office, and contractor personnel.
- (5) Operates and manages a message center for Aeronautical Center and tenant organizations including telegraphic, cryptographic, facsimile, voice, and radio communications.
- (6) Monitors selected communications media (radio and television) and alerts the director of significant items, relating such news items to the current state of FAA activities, services, or resources.
- (7) Assists agency Operations Centers in obtaining and rapidly disseminating information regarding aircraft accidents to keep key FAA personnel informed and notifies Civil Aeromedical Institute personnel and Aeronautical Center or tenant officials of accidents requiring their attention or action.
- (8) Develops, coordinates, and evaluates the Aeronautical Center emergency operations and activities to ensure the continuity of essential Aeronautical Center operations during a national emergency or a natural disaster.
- (9) Serves as the focal point for all emergency operations liaison activities at the Mike Monroney Aeronautical Center including liaison with FAA headquarters, regions, Department of Defense, Federal Emergency Management Agency, other Federal agencies in the Oklahoma City area, and officials of State and local organizations.

renamed assistant chief counsel for each region and center; therefore, all references to regional or center counsel in Part II and Part 13 of the Federal Aviation Regulations should be construed as references to assistant chief counsel for each region and center.

b. Functions. Under the supervision of and in coordination with the Chief Counsel, the Assistant Chief Counsel for the Aeronautical Center:

(1) Provides legal counsel and legal service to the director, the director's staff, and component organizations at the Aeronautical Center.

(2) Represents the director and other employees in disputes involving litigation or claims against the Government within the cognizance of the Aeronautical Center.

(3) Provides representation for the Chief Counsel, as requested, within the Aeronautical Center, and in this capacity reviews selected aspects of FAA programs conducted at the Aeronautical Center to ensure conformance with law and that all legal measures are taken to support the continued effectiveness of such agency programs.

(4) Maintains contacts with Federal, State, and local governments, public organizations, and corporate entities on matters involving legal interests pertinent to center operations.

(5) Monitors legislation, litigation, and quasi-judicial proceedings which may affect the interest of the center and recommends appropriate action to the director.

(6) Assists in the development of legal policies, procedures, and interpretations as requested by the Chief Counsel and implements those adopted by the Chief Counsel.

(7) Implements and, as required, develops legal procedures governing the processing of tort and contractual claims by or against the center and provides legal opinions with respect to such claims.

(8) Advises and assists the cognizant U.S. District Attorney in connection with matters arising out of center activities.

administration of such contracts and agreements.

(11) Serves as FAA spokesperson at NTSB investigation hearings when so designated by the Chief Counsel.

(12) Serves as instructor at the FAA Academy on matters relating to the FAA Enforcement Program and other subjects related to the agency legal function.

(13) Provides legal assistance in connection with administering Parts 47 and 49 of the Federal Aviation Regulations.

c. Special Delegations. The Assistant Chief Counsel for the Aeronautical Center:

(1) Derives authority from the Chief Counsel. The assistant chief counsel is delegated full authority to take all actions necessary to carry out its assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. The assistant chief counsel will continue to provide legal counsel, advice, and assistance to the center director and to organizational element of the center.

(2) Is authorized to take evidence, issue subpoenas, take depositions, and compel testimony in the conduct of agency investigations and hearings at the center under Sections 313(c) and 1004 of the Federal Aviation Act.

(3) Is authorized to exercise the authority of the Chief Counsel, under Part 9 of the Regulations of the Office of the Secretary of Transportation, with respect to the testimony of agency employees and the production of records pursuant to subpoena (49 CFR Part 9).

d. Special Relations. Reserved.

1515. RESERVED.

activities, and other programs or efforts involving administration assistance, participation, or endorsement.

b. Functions. The Civil Rights Staff:

(1) Develops and recommends to the director center civil rights and equal opportunity programs, standards, and procedures to assure:

(a) Equal opportunity in internal center employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e et seq.), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206(d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 CFR Parts 1600 through 1691)). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(b) That all center programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(c) That technical advice or assistance requested by the Departmental Office of Civil Rights, Office of the Secretary of Transportation (OST), in investigations of alleged or suspected discriminatory practices, be provided by civil rights specialists or other personnel appropriately trained for collateral duties of this nature and supervised by the civil rights specialists regularly assigned to the Civil Rights Staff.

(d) That technical advice and guidance on civil rights matters are provided to center officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants-in-aid administration.

(e) That affirmative actions are taken to support total Federal equal opportunity programs.

(f) That employees and employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

(4) Develops or coordinates the development of all center civil rights and equal opportunity reports and the center input for all national civil rights and equal opportunity reports.

(5) Coordinates all center activities involving assistance to American Indians and exerts positive efforts to bring such activities to the attention of American Indians.

(6) Provides for, and conducts investigations and analyses of, discrimination complaints filed under 29 CFR Part 1613.

(7) Serves as center coordinator of the Historically Black Colleges and Universities (HBCU) Program (Executive Order 12320) to remove barriers, to improve administrative infrastructure, and to provide financial support for HBCU's to increase their capacity to participate in FAA-sponsored programs.

(8) Processes discrimination complaints filed by employees who allege discrimination in connection with their failure to successfully complete air traffic control specialist training at the FAA Academy.

(9) Serves as the center contact point and liaison for employees and employee organizations committed to promoting the agency's policies and programs of equal employment opportunity.

1517.-1519. RESERVED.

b. Functions. The Human Resource Management Division:

- (1) Advises, assists, and represents the director and other management officials in all matters relating to human resource planning, utilization, and development, both internally and in communications and liaison with the Office of Personnel Management, recruiting sources, minority groups, other local agencies, industries, special committees, civic groups, etc.
- (2) Provides continuing specialized assistance and advisory service to all managers and first-line supervisors concerning all matters relating to human resource planning, utilization, and development; provides continuing specialized assistance and counseling service to all employees; and facilitates free flow of communications between employees and management officials.
- (3) Implements human resource planning, utilization, and development policies established at the national headquarters level.
- (4) Identifies the need and plans for and establishes and implements human resource utilization and development policies designed to meet the particular needs of management and other employees.
- (5) Reviews and evaluates, across organizational lines, all phases of the human resource planning, utilization, and development activities to determine their overall effectiveness; and implements action plans to strengthen any program area in which weaknesses are detected.
- (6) Assures compliance with statutory and regulatory requirements and internal policies and program standards.
- (7) Performs all operational services relating to human resource management, including those related and necessary to the following: human resource training, education, and development; recruitment, selection, and placement; organizational development; performance appraisal; compensation and wage administration; work force planning evaluation; occupational safety and injury compensation; incentive awards; employee benefits and services; special emphasis programs; personnel management information system; labor and employee relations; personnel records and reports; and equal opportunity activities.

the Department of Transportation (DOT), plus related accounting support for all DOT elements except the Alaska Railroad and the Saint Lawrence Seaway Development Corporation.)

b. Functions. The Accounting Division:

(1) Advises the director and assists center organizations in formulating policy and procedures for the financial management of their operations.

(2) Provides complete accounting services for the center and tenants, including:

(a) Maintenance of a system of accounts which include appropriation, cost, inventory, property, and general ledger accounting designed to show financial condition and budget program status and disclose financial results of operations.

(b) Preparation and distribution of agency and center reports of financial condition, operating costs, and budgetary program status, including interpretative analyses thereof.

(c) Establishment of receivables for amounts due from debtors under revenue-producing agreements or other sources and prompt billing and collection of such receivables, including recommendations for waiver or collection of controversial repayments to the Government.

(d) Establishment of liabilities for amounts due to creditors for goods and services received or other claims and prompt liquidation of such liabilities, including the review of payment documentation to determine validity under statutory and regulatory requirements and the certification of invoices, vouchers, and other claims for payment.

(e) Cashier and disbursement services.

(3) As the Uniform Payroll System Operations Manager (UPSOM), operates the centralized portion of the DOT UPS with emphasis on:

(a) Accurate, timely submission of consolidated payroll data to the Disbursing Center, U.S. Department of the Treasury.

employees; and assistance to any DOT accounting office upon request.

(d) Identification and coordination of corrections to operational and/or system problems within UPS and the preparation of a monthly summary of problems/changes to all DOT users.

(e) Joint participation with all DOT activities in identifying needed changes and the submission of recommendations along with proposed changes to the Office of Accounting.

(f) Development and coordination of operational schedules and resolution of operational problems requiring contact(s) at agency and/or DOT level. This includes decisionmaking, even when the resolution is in controversy, for emergencies encountered in meeting the deadline for sending check and bond data to the Treasury Department Regional Disbursing Center.

(4) Provides accounting support for the agency Departmental Accounting and Financial Information System (DAFIS):

(a) Onsite accounting interpretation of DAFIS requirements to the Automatic Data Processing (ADP) Project Manager on behalf of the Office of Accounting for resolution of questions and/or problems.

(b) Participation with the Office of Accounting in assuring the ADP procedures designed to accomplish accounting requirements are compatible with generally accepted accounting procedures, with emphasis on adequate internal control.

(c) Identification of needed changes and submission of recommendations along with proposed changes to the Office of Accounting.

(5) Develops accounting instructions as applicable to the Emergency Readiness Program for the center.

(6) Develops accounting procedures and publications for the guidance of all center organizations and provides assistance at agency/regional level relative to the documentation and recordation of financial transactions such as obligation of funds, processing payments and collections, preparation of travel vouchers, maintenance of time and attendance and labor distribution cards for payroll and cost purposes, and other areas affecting accounting systems.

b. Functions. The Budget Division:

(1) Provides budgeting advice and assistance to the Director, Aeronautical Center, is responsible for the accuracy, financial integrity, and timeliness in budgetary formulation and administration activities, assuring conformance to budget standards and policies; and provides financial management information to the director and other key center officials.

(2) Prepares all budget estimates necessary to accomplish agency objectives within the center; in collaboration with divisions and staffs responsible to the director, determines the content of such estimates; and furnishes staff assistance to the center director in the determination of levels of personnel and fund requirements.

(3) Assists the divisions and staffs in formulating their work programs; prepares and justifies annual and quarterly fiscal programs and program adjustments, including articulation of program objectives and accomplishments; and exercises staff responsibilities for the director in budgetary and resource management matters.

(4) Administers the fiscal work programs of the center by assuring the internal allocation of funds in accordance with their availability and time-phased needs of the programs and makes adjustments as necessary.

(5) Evaluates program accomplishments, in terms of budgeted resources used, and recommends adjusting action as appropriate to the director and the appropriate division or staff manager.

(6) Implements agency budgetary policies and procedures, evaluates their effectiveness, and recommends modifications of agency policy and procedure.

(7) Consolidates the Five-Year Program of the center; develops and proposes to the director adjustments in or modifications to the Five-Year Program as necessary to meet changing center conditions; and assures that center Five-Year financial needs for facilities, equipment, and expanded services meet agency and center requirements.

1523. RESERVED.

b. Functions. The Facility Support Division:

(1) Maintains buildings and grounds occupied by the center; provides for the alteration of buildings; installs, maintains, and repairs building utilities and fixtures; and provides for the construction of new buildings or the expansion of existing buildings.

(2) Maintains all mobile equipment (gasoline and electric) used in center warehouses, hangars, aircraft ramp support, and other FAA-owned automotive equipment located in the center.

(3) Maintains nonpowered aircraft line support equipment and FAA Academy training equipment, including audio and visual aids.

(4) Provides staff engineering assistance to management in the master planning of facilities for the center.

(5) Provides fire protection and custodial services at the center.

(6) Plans, inspects, reviews, and prepares recommendations to management concerning specific space allocations, modifications, conversions, adjustments, reallocations, withdrawals, and other actions required for the effective management and control of all space in the Aeronautical Center.

(7) Develops, in coordination with management, standards for the assignment and utilization of all space.

(8) Provides technical advisory service to the center director, in requesting authorizations for the construction of additional buildings, the expansion of existing buildings, or the negotiation of additional leased space and in the administration of such construction or leasing contracts, when authorized.

designated support services, both local and national in scope, to center organizations, tenants, field facilities, and the general public.

b. Functions. The Management Services Division:

(1) Provides staff advice and assistance to management officials as follows:

(a) Conducts management studies in the areas of organizational analysis, methods improvement, cost benefit analysis, and procedures documentation aimed at the progressive improvement of organization, management, and administrative systems.

(b) Develops workload staffing standards for effective personnel utilization to be used by operating organizations to determine the personnel requirements necessary for the accomplishment of center objectives that will be reflected in budget estimates and work programs.

(c) Integrates the planning efforts of all center organizations and recommends modifications as necessary; assures center plans for facilities, equipment, and expanded services meet planning standards and are compatible with industrial and economic developments and the development plan for the National Airspace System.

(d) Serves as a central point for center contacts with the General Accounting Office, the Department's Office of Inspector General, and the FAA Office of Accounting on audit matters. Administers a system for ensuring that the local commitments resulting from audits by the Office of Inspector General and the General Accounting Office are met.

(e) Provides assistance and advisory services relative to the administration of the center's evaluation program. Serves as a central point of contact and liaison for externally conducted evaluations.

(f) Provides assistance and advisory services relative to the administration of the center's Privacy Act and micrographics management programs.

(g) Serves as the focal point for collecting, disseminating, coordinating, analyzing, and/or developing information for the center director relative to a number of programs which affect more than one organization.

(b) Audiovisuals to produce presentations, graphic arts, exhibits, photography, television, and motion pictures for local and national programs developed at the center and for other agency offices and conference support facilities for local and national meetings.

(c) In-use personal property system, including the inter-functional funding for administrative equipment and services and office moves.

(d) Transportation services, including motor fleet management, driver examining and licensing program, bus services, and administrative processing of tort claims.

(e) The center library, including the funding and control of all periodicals and Government Printing Office publications.

(f) Printing, binding, editing, photocopying, microfilm processing (except computer output microfiche), and managing the center printing fund.

(g) Paperwork management programs relating to forms, directives, records, reports, and correspondence.

(h) Mail and distribution services, including the security control point for classified material.

(1) Develops center procurement plans, policies, standards, systems, programs, and operating procedures.

(2) Accomplishes formal advertisement and negotiation of contracts as provided by law and/or regulations.

(3) Accomplishes buying of supplies, equipment, and services in support of the division's mission.

(4) Performs cost and price analysis to determine the reasonableness of prices on contracts.

(5) Determines contractor capability to perform in accordance with the requirements set forth in contracts.

(6) Administers contracts, evaluates contractor progress, and assures contractors' compliance with contract specifications.

(7) Determines source of supply and services.

(8) Serves as a central point of contact for the center with industry and other Federal agencies regarding procurement matters.

(9) Promotes compliance with national socioeconomic policies implemented through Federal, department, and agency procurement regulations, such as small/minority business, labor surplus, equal employment, and other designated programs.

(10) Examines contractor and concessionaire accounting and management systems and records to determine the reasonableness of cost representations or the extent of compliance with contract provisions; and furnishes financial advice in the negotiation, award, and administration of local contracts.

c. Special Relations. After assuring that funds are available, the Manager, Procurement Division, is authorized to communicate directly with the Defense Contract Audit Agency and the Department of Health and Human Services Welfare Audit Agency offices, to obtain their assistance, when required, to furnish advisory audit services. Advises the Office of Inspector General, Assistant Inspector General for Policy, Planning, and Resources (Attention: JP-1) of such assistance obtained for purpose of central billing and control.

(1) Recruits applicants and examines applications; establishes competitor inventories (registers); and issues certificates of eligibles for Air Traffic Control Specialists, Aviation Safety Inspectors, Air Traffic Assistants, and positions covered by the Airway Science Curriculum Demonstration Project.

(2) For all covered positions, prepares and publishes position announcements; organizes and directs recruitment of potential applicants; conducts certification examinations; rates applications; establishes and maintains registers of eligibles; and furnishes certificates to FAA employing jurisdictions and other Federal agencies upon request.

(3) Audits and maintains records in accordance with the requirements of the Office of Personnel Management and the Office of Training and Higher Education.

(4) Makes recommendations on new or revised policies, standards, procedures, and rating criteria.

(5) Develops and maintains communications flow and close working relationships with FAA employing jurisdictions on matters of recruitment and referral.

programs, and provides support and assistance to the FAA regions in the agency programs for preventing of criminal acts against air transportation. This division is under the executive direction of the Associate Administrator for Aviation Standards.

b. Functions. The Civil Aviation Security Division:

(1) Establishes, within the Aeronautical Center, programs, standards, and procedures supplemental to, but consistent with, national programs, standards, and procedures to prevent and detect violations of law, policy, and regulations and recommend constructive action to achieve the highest possible standards of integrity in official duties by FAA employees and representatives.

(2) Conducts investigations into such matters as:

(a) Alleged or suspected ethical conduct violations.

(b) Certain alleged or suspected criminal violations of the Federal Aviation Act, Airport and Airway Development Act, and related aeronautical statutes.

(c) Certain alleged or suspected illegal operations of aircraft and airmen.

(d) Medical, psychiatric, or behavioral patterns and character deficiencies of airmen.

(e) Good moral character requirements of the Air Transport Rating holders.

(f) Certain tort and personal claims.

(g) Suitability and fitness for employment or retention in employment.

(h) Unauthorized disclosure of classified information.

(i) Hatch Act violations.

(j) Other investigations to meet the needs of management.

(3) Assures the good character and loyalty of agency personnel and assures that their employment or retention in employment is clearly consistent with the interests of national security under Executive Order 10450.

damage, espionage, sabotage, and civil disturbances.

(6) Safeguards classified information released or generated by FAA contractors.

(7) Monitors the FAA communications security (COMSEC) program.

(8) Properly prepares, issues, controls, and maintains accountability of official FAA identification cards, civil defense cards, and credentials needed by center employees.

(9) Maintains liaison with other Government agencies or groups concerned with law enforcement, security, and ethical conduct matters.

(10) Provides advisory training or educational services on ethical conduct, investigations, and security to center management officials and to key supervisors.

(11) Provides active support to the regions in conducting agency programs for the prevention of criminal acts against air transportation either on the ground or in the air.

(12) Conducts a continuing security education program within the center to impress all employees of their responsibilities in the safeguarding of classified information and protection of Government property.

(13) Inspects or surveys FAA facilities to assure adequate security safeguards are maintained to protect classified information and agency property.

c. Special Delegations. Authority to receive evidence, examine witnesses, and administer, but not compel, oaths or affirmations at any place within the jurisdiction of the United States in connection with investigations ordered for the purpose of carrying out functions specified in this paragraph, is hereby delegated to each FAA employee who possesses a valid credential identifying the employee as a Special Agent of Investigations and Security. These individuals are authorized to exercise the authority only in accordance with applicable policies established or approved by the Administrator.

1529.-1531. RESERVED.

(1) Provides central data processing operations, systems, and programming services for assigned national and local automatic data processing (ADP) programs.

(2) Accomplishes assigned system studies of agency functions and operations, as required, to develop and improve uses of data processing systems and equipment.

(3) Works directly with agency organizations to implement approved data systems for providing required information for agency programs.

(4) Establishes the necessary operating standards and procedures to ensure efficient and effective use of ADP equipment and staff resources.

(5) Works directly with using organizations and, as necessary, the Office of Management Systems to establish priorities and schedules for ADP processing.

(6) Accomplishes studies and surveys that are preliminary to recommendations from the center director that new data systems, either local or national in scope, be initiated or explored.

(7) Prepares final products resulting from project assignments for review, coordination, and approval by the Director, Aeronautical Center and, as appropriate, any additional agency review and approval levels.

(8) Provides staff assistance to the Director, Aeronautical Center, on all matters pertaining to the administration and operation of programs of the division.

(9) Manages and operates information systems which include voice and data telecommunications systems, equipment, and services at the Aeronautical Center as well as manages and maintains performance levels of the FAA Administrative Data Transmission Network (ADTN). Assists in planning and developing of ADTN requirements and is responsible for implementing ADTN hardware procurements, installations, and rearrangements.

b. Functions. The FAA Depot:

(1) Within the provisions of national materiel systems, policies, standards, and guidelines, the FAA Depot:

(a) Develops and evaluates FAA Depot systems, procedures, criteria, techniques, and plans for the management and distribution of agency materiel and for the operation and maintenance of the centralized materiel system.

(b) Provides for the management of the agency's central inventories, including development of stockage, replenishment, retention, and disposal criteria and objectives; provisioning, cataloging, standardization, and distribution of agency redistribution materiel requirements.

(c) Establishes stockage criteria and procedures for effective management and distribution of FAA Depot inventories.

(d) Prepares the FAA Depot portion of the stock and stores program requirements and consolidates with regional submissions to form the total stocks and stores program requirements.

(e) Coordinates with other Government agencies regarding reciprocal materiel support agreements, utilization of Government assets, and establishment of uniform agency systems and procedures for materiel support.

(f) Provides storage management functions for the agency in support of redistribution inventories.

(2) Manages and operates the internal supply system in support of Aeronautical Center program requirements.

(3) Provides a central screening and redistribution point for excess personal property having a potential use for national programs and provides detailed instructions for the performance of these functions.

(4) Develops and recommends to the Acquisition and Materiel Service materiel policy, procedures, and standards in the areas of funding, property utilization and disposal, inventory management, distribution, and other allied or related activities.

(5) Provides traffic management and transportation services in support of the Depot programs and Aeronautical Center requirements.

modifications or new, salvaged, and surplus facility equipment as required in support of Washington, regional, and Aeronautical Center programs. Performs these functions as required for other Government agencies.

(8) Provides engineering and shop capability for the technical and operational analysis of component failures for FAA electronic, communication, radar, and other support equipment.

(9) Provides for the central maintenance and repair of the agency's radiological, chemical, and biological defense equipment and for the procurement and storage of supplies and equipment to ensure continuity of essential emergency operation of facilities.

(10) Provides centralized control and coordination for the frequency management functions of all elements at the Aeronautical Center.

(11) Serves as a point of contact for U.S. industry, other U.S. agency domestic programs, and the U.S. aviation community on technical matters pertaining to the FAA Depot mission.

(12) Provides staff assistance to the Director, Aeronautical Center, on matters relating to FAA Depot programs.

open and honest communication that encourages employee involvement in decisionmaking and change management.

b. Functions. The FAA Center for Management Development:

(1) Develops and conducts supervisory and managerial training to meet agency needs.

(2) Develops specifically required supervisory and managerial training materials used throughout the agency.

(3) Evaluates student accomplishments during training and reports the results to student organizations.

(4) Accumulates for the use of its staff and makes available for use throughout the agency, information dealing with supervisory and managerial training. This includes lists of and, as appropriate, copies of information sources such as books and articles, and information regarding other managerial training programs both within and outside the Government, including industry, university, and private organization courses.

(5) Develops a followup service to keep in touch with graduates. The service should include assistance to supervisors and managers with the objective of helping them apply concepts learned in training to specific problems in individual situations and such information as reviews of new books, copies of reprints, and other information and materials intended to stimulate growth on the part of the graduate.

(6) Develops correspondence study courses in supervisory and managerial training.

(7) Conducts, in support of the Office of Human Resource Development, studies to assess the quality of training, effect of training on job performance, and factors of the job that relate to the design and conduct of learning activities.

(8) Provides advisory service on actions to help eliminate management deficiencies through personal development, including individual advice and assistance while students are in training and, when requested, to individuals and groups at field locations.

(9) Arranges for and/or conducts short seminars or workshops on specific topics and other special training.

services for flight activities at the Aeronautical Center.

b. Functions. The FAA Academy:

(1) Provides staff assistance to the Director, Aeronautical Center, on all matters pertaining to the administration and operation of training programs for which the FAA Academy has been assigned full or partial responsibility.

(2) Gathers technical training requirements for student workload and schedules technical training courses and activities.

(3) Develops and conducts resident courses of technical training, both at the FAA Academy and elsewhere within the agency, in the several program areas assigned and in accordance with approved annual training programs, objectives, or other training instruments.

(4) Develops and conducts courses of technical training by the correspondence study method in accordance with approved training programs.

(5) Develops and issues technical training programs and supporting training materials and aids for use in training at field activities of the agency as assigned.

(6) Develops and administers, as assigned, programs of certification of agency personnel in technical areas through the development and administration of written examinations and performance tests.

(7) Provides professional instructional systems services relating to planning, developing, and conducting agency training programs, courses, seminars, etc.

(8) Administers the approved national out-of-agency training programs by arranging for training contracts or interagency agreements with outside organizations, Government or non-Government, and monitoring contractor performance. The procurement of initial training for new equipment is reserved to the Office of Training and Higher Education.

(9) Provides technical support and services, as required, to the several programs of the agency by participating in research and development projects, modification and experimentation with equipments, and evaluation of procedures, equipments, etc.

(11) Conceives, initiates, and assists in the design of visual and oral training aids and devices.

(12) Keeps abreast of technological developments to ensure training is current with the "state-of-the-art" within the particular subject matter area.

(13) Accomplishes minor revisions to approved courses and curricula and recommends to the Office of Training and Higher Education major revisions as considered necessary to meet training requirements.

(14) Provides a single contact point for liaison with both the Government student and the international trainee through the International and Student Liaison Officer. Plans and administers a program for student services to assure adequate indoctrination to an academic environment, the continuity of agency relations with students away from their home stations, and the provision of housing and other services at a reasonable cost. Additionally, assists in aviation orientation and education of international visitors, including the performance of such services outside the Aeronautical Center as delegated by the Office of International Aviation and the Office of Training and Higher Education.

(15) Administers the Aeronautical Center flight safety program to ensure compliance with agency directives and accepted safety procedures and represents the Aeronautical Center with respect to accident/incident investigating and reporting responsibilities involving Aeronautical Center personnel and aircraft.

(16) Administers the Aeronautical Center aircraft rental program.

(17) Provides aviation weather services for flight activities at the Aeronautical Center.

c. Special Relations.

(1) The Director of International Aviation gives technical and policy direction to, and maintains direct communication with, the International and Student Liaison Officer on AIA program matters and projects. The International and Student Liaison Officer keeps the Director, Aeronautical Center, informed on AIA program matters and projects and coordinates these projects, as necessary, with the center director.

(3) Assists and guides the field human resource organizations on the technical training programs and activities.

1540.-1599. RESERVED.

CHAPTER 16. FAA TECHNICAL CENTER

associated field support services; an engineering research and development program; and test and evaluation activities supporting the FAA-approved engineering, research, and development program. The term "FAA Technical Center" includes only those organizational elements which report to the Director, FAA Technical Center. Tenant organizations located on the FAA Technical Center property are not integral parts of the FAA Technical Center.

1601. MISSION. The FAA Technical Center:

a. Operates and administers a national test center providing laboratories, facilities, skills, and services responsive to the research, development, test, implementation, field support, and maintenance programs of FAA.

b. Develops, tests, and evaluates new or substantially improved NAS equipment, systems, materials, processes, techniques, and procedures.

c. Performs or participates in research, engineering, and development to provide new or improved techniques or methodologies related to airport designs, layouts, construction, and operations, aviation security systems, and improved or new aircraft safety systems and devices, improved crashworthiness designs and techniques, and improved or new aircraft control systems.

1602. FUNCTIONAL ORGANIZATION. The functional organization structure of the FAA Technical Center is shown in figure 16-1.

1603. FUNCTIONS. Within the assigned mission, the FAA Technical Center:

a. Manages and conducts NAS test and evaluations of specified items (available systems, subsystems, equipment, devices, materials, concepts, or procedures) at any phase in the cycle of their development, from conception to acceptance and implementation.

b. Plans long-range airport/aircraft safety and aviation security development programs for the Executive Director for System Development and devises appropriate research and development programs for approved requirements.

d. Conducts applied research, as appropriate and/or requested by a developmental office or service.

e. Provides laboratory facilities and conducts hands-on research and development test and evaluation for the FAA advanced concepts program.

f. Participates with the Executive Director for System Development and the Associate Administrator for NAS Development in the preparation of the NAS Plan.

g. Manages, operates, and maintains the various technical, aviation, laboratory, simulation, and plant facilities of the FAA Technical Center and plans, develops, and executes the acquisition and technical improvements required to ensure responsiveness to FAA requirements. Provides technical facility support consistent with assigned mission and program activity.

h. Provides required support for the FAA research and development and flight inspection aircraft based at the FAA Technical Center, and provides services for visiting aircraft, as required.

i. Provides for aircraft and avionics engineering and modification in support of the research and development projects.

j. Manages and operates the FAA Technical Center, Atlantic City International Airport, ensuring conformance with airport safety regulations and criteria.

k. Provides administrative, logistics, and space support to the other FAA, other Government, military, and contractor activities collocated at the FAA Technical Center.

l. Develops and presents to the Executive Director for System Development the annual FAA Technical Center budget with appropriate assistance from other organizations.

m. Provides facilities for Federal law enforcement and military agencies in support of antihijacking and antiterrorist exercises and training programs.

standards, systems, and procedures. The civil aviation security functions come under the executive direction of the Washington headquarters.

b. The Director, FAA Technical Center, is authorized to approve and accomplish changes or modifications to agency aircraft and associated avionic equipment in accordance with assigned programs. Such changes or modifications shall conform to the standards prescribed by the Associate Administrator for Regulation and Certification.

1605. LIMITATION ON DELEGATIONS OF AUTHORITY. In exercising delegated authority, the Director, FAA Technical Center, is subject to the same limitations as prescribed for regional administrators and division/staff managers under Washington operational control in paragraphs 220 through 222 of Order 1100.5C, where they apply, with the following changes or exceptions:

a. Reference Paragraph 222a(3), General Management and Administration. Substitute the following:

(1) The Director, FAA Technical Center, shall not purchase or rent punchcard accounting machines or automatic data processing equipment, modify national systems involving the use of such equipment, or establish additional substantial systems of machine-language records (other than those producible automatically from existing machine-language records) primarily for use in other than real-time national airspace applications.

(2) The Director, FAA Technical Center, shall not initiate automatic data processing studies, surveys, significant changes in procedures involving national automatic data processing programs without approval of the appropriate Washington staff organizations, except as there may be studies preliminary to recommendations from the director that a given national program be initiated or explored.

b. Reference Paragraph 222(d), Training. Substitute the following: the Director, FAA Technical Center, shall not approve or contract for locally arranged out-of-agency training that (1) involves aircraft flight-hours; or (2) exceeds 89 consecutive days or 250 course hours; or (3) contracts for out-of-agency training for the agency at large, except such training approved in the published annual training program.

c. Reference Paragraph 222(f), Agency Aircraft Management. Disregard this limitation. Authority to modify aircraft is included in paragraph 1604b of this order.

1606. SPECIAL RELATIONS.

a. Develops and submits budget proposals to the Executive Director for System Development for review, coordination, consolidation, and submission to the Office of Budget.

b. Plans and conducts activities in response to requirements validated by the Executive Director for System Development. Requirements for test and evaluation or research and development pertaining to any elements of the NAS will be channeled to the FAA Technical Center through the appropriate FAA headquarters authorities.

c. Conducts research, development, engineering, support, test, and/or evaluation work in support of agency requirements established by the Executive Director for System Development and the respective associate administrators.

d. Provides space and administrative support for Eastern Region tenant activities, the Aviation Standards National Field Office, the Independent Operational Test and Evaluation Division, the National Automation Engineering Field Support Sector, the National Terminal Field Support/Maintenance Branch, and the National En Route Field Support/Maintenance Branch located at the FAA Technical Center in accordance with the terms of specific agreements for such service.

1607. RESERVED.

receives proper emphasis and conforms to appropriate policies, standards, procedures, and priorities.

c. Maintains relationships with the executive directors, associate administrators, and regional administrators of other agency elements on matters related to FAA Technical Center plans, programs, and services.

d. Represents the agency, within the scope of delegated authority, in dealing with public and private representatives on matters concerning the FAA Technical Center.

e. Manages the FAA Technical Center Atlantic City International Airport and the FAA Technical Center Operations Center and plans and administers the emergency operations program.

f. Provides an investigations and security program.

g. Manages and provides facilities for Federal law enforcement and military agencies in support of antihijacking and antiterrorist exercises and training programs.

h. Takes technical direction from Washington headquarters program sponsors.

1609. RESERVED.

of center plans and programs providing the staff action necessary to synchronize interdivisional activities on a broad scale toward the orderly achievement of program goals.

b. Functions. The Appraisal and Planning Staff:

(1) Conducts, within the functional responsibility of the Director, FAA Technical Center, comprehensive reviews, appraisals, and evaluations emphasizing:

(a) Overall program performance of each division-level organization.

(b) Comparative appraisal of division performance.

(c) Adequacy of policies, standards, procedures, and programs.

(2) Reports on reviews, appraisals, evaluations, and investigations.

(3) Coordinates review and appraisal matters with the Director, FAA Technical Center.

(4) Serves as the central contact point and liaison for audits with the Office of the Secretary of Transportation (OST) Office of Inspector General (OIG) and the General Accounting Office (GAO) at the FAA Technical Center.

(5) Serves as the center contact for agency planning efforts.

(6) Provides the focal point for administration of the FAA Technical Center's planning and programming system, including technical support, administrative support, and tenant services.

(7) Evaluates center plans, operations, and results and develops strategic plans to carry out the center mission and approved policies.

(10) Serves as liaison for the center on all matters involving congressional correspondence.

director's staff.

b. Functions. The Public Affairs Staff:

(1) Plans, conducts, and executes a comprehensive communications program within the framework of agency public affairs policy. Identifies areas of sensitivity and assesses the potential impact of agency and center actions, events, and achievements on public, community, and employee opinion.

(2) Plans, conducts, and executes a comprehensive external public affairs service and serves as the principal contact for all news media.

(3) Arranges press conferences involving the director and other representatives and develops briefing materials as preparation for questions or topics which are likely to be raised.

(4) Prepares and edits press releases, background information, factsheets, speeches, feature articles, and related material concerning the FAA Technical Center activities and actions. Assures all information released is in accordance with agency and center policies and objectives and cleared with appropriate officials.

(5) Plans and executes a community relations program to foster understanding and cooperation among the center, local governments, and communities. Schedules, coordinates, and/or conducts an official visitor's program.

(6) Monitors employee attendance at outside meetings and conferences.

(7) Plans and conducts official employee information programs.

(8) Coordinates award programs for non-center personnel.

1612. RESERVED.

within the center. Regional and center counsel have been renamed assistant chief counsel for each region and center; therefore, all references to regional or center counsel in Part II and Part 13 of the Federal Aviation Regulations should be construed as references to assistant chief counsel for each region and center.

b. Functions. The assistant chief counsel:

- (1) Provides legal counsel, advice, and assistance to the director, the director's staff, and other agency elements located on the center.
- (2) Provides liaison with the Office of the Chief Counsel.
- (3) Acts as legal adviser to the FAA Technical Center procurement personnel on legal aspects of the center contracts and procurement activities. Participates in the preparation and negotiation of contracts. Reviews contractual documents, including modifications, findings and determinations, findings of fact under the "disputes" article; renders legal counsel on matters arising during the administration of contracts and represents FAA in trials before the Department of Transportation Contract Appeals Board.
- (4) Advises and assists United States attorneys on matters arising out of center activities, including litigation pertaining to environmental problems, actions and litigations arising from personnel adverse actions and, as assigned by the Chief Counsel, proceedings under the Federal Tort Claims Act and other litigation affecting or involving the center. Subject to the direction of the director, establishes and maintains contacts with other Federal agencies, State, county, and municipal authorities on matters concerning the legal activities of the center.
- (5) Represents the director and other center officials, when designated to do so by the Chief Counsel, in legal proceedings within the cognizance of the FAA Technical Center, before courts, administrative hearings, and other Government agencies.
- (6) Renders advice on legal matters pertaining to the acquisition and disposition of real property required by the FAA Technical Center and related problems concerning real property and approves the sufficiency of the title to land for the purpose for which property is being acquired by the center.
- (7) Provides review and clearance of FAA Technical Center correspondence, directives, and proposals dealing with legal matters or having legal implications.

Federal Aviation Act of 1958 and other Federal, State, and local laws governing or affecting the conduct of agency activities at the FAA Technical Center.

(10) Advises the director on legal problems that arise in connection with the administration of the center involving such matters as employee relations, grievance and adverse action appeals, and conflicts of interest and represents the deciding officials as counsel in hearings with respect to adverse actions and grievances.

(11) Reviews and makes recommendations in connection with employee claims filed pursuant to P.L. 88-558 and Order 2700.14A, Employee Claim for Personal Property Lost or Damaged Incident to Service with the DOT.

(12) Develops policies, procedures, standards, and guidelines for the handling of legal matters in order to assure effective performance of those responsibilities and center conformation with all legal requirements of applicable rules, laws, regulations, and orders.

(13) Advises the director on legal problems involving authority to expend appropriations for particular purposes.

c. Special Delegation. The assistant chief counsel:

(1) Derives authority from the Chief Counsel. The assistant chief counsel is delegated full authority to take all actions necessary to carry out their assigned responsibilities, within approved agency policies, program plans, and procedures, including the coordination guidelines established by the Chief Counsel. The assistant chief counsel will continue to provide legal counsel, advice, and assistance to the center director and to organizational element of the center.

(2) Exercises the authority of the Chief Counsel, under Part 9 of the regulations of the Office of the Secretary of Transportation, with respect to the testimony of agency employees and the production of records pursuant to subpoena (49 CFR Part 9).

importation of dangerous drugs and narcotics via aircraft; provides industry with timely information concerning threats against air commerce; safeguards FAA and national security interests through effective personnel, information, physical, industrial, communications, and automated information systems security; conducts investigations in support of FAA's basic mission; and assures the highest possible standards of integrity and ethical conduct of FAA employees and representatives. This staff is under the executive direction of the Director of Civil Aviation Security.

b. Functions. The Civil Aviation Security staff:

- (1) Conducts, manages, directs, and assures compliance with those agency safety programs for the prevention of criminal acts against air transportation as prescribed in the Federal Aviation Act, as amended by the Air Transportation Security Act of 1974; International Security and Development Cooperation Act of 1985; and applicable Federal Aviation Regulations.
- (2) Manages and directs actions for safeguarding FAA and the national security, including providing information and assistance to the Washington headquarters Aviation Security Command Center during hijack situations and other acts affecting air transportation security.
- (3) Conducts investigations in support of the agency's basic mission and assures the integrity of FAA employees and representatives.
- (4) Develops center procedures implementing national policy, standards, and guidelines concerning investigations and the prevention of criminal acts against air transportation and assures the highest possible standards of integrity and ethical conduct of FAA employees and representatives.
- (5) Establishes and maintains a continuing program of liaison and close working relationship with appropriate Federal, State, and municipal law enforcement, investigative, and security agencies, industry-related associations, air carriers, airport authorities, and other elements within FAA.
- (6) Acts as the focal point for local coordination of DOT Office of Inspector General investigative matters within its jurisdiction.

collects information in response to established agency policies, standards, requirements, and procedures; reports priority matters to appropriate officials; and prepares formal reports, special studies, and summaries for submission to the FAA headquarters.

(9) Participates in national efforts to combat organized crime and illegal operations of U.S.-registered aircraft and airmen.

(10) Initiates, in coordination with the center public affairs officer, comprehensive publicity at the center for the purpose of informing the public of actions being taken to prevent or deter criminal acts. Works with the public affairs officer to publicize the apprehension and punishment of individuals who have been involved in criminal acts against air transportation.

(11) Implements the Civil Aviation Security Information System (CASIS).

(12) Provides the point of contact for all FAA law enforcement liaison in the field relating to interdiction of illegal drugs and narcotics into the United States.

(13) Maintains the security suitability of the FAA work force through review of applications for employment with FAA and review and action, if necessary, upon the resultant investigations (backgrounds, national agency checks with written inquiries, etc.); grants security clearances; and conducts investigations, as required, involving applicants or employees.

(14) Ensures the physical security of FAA facilities through surveys and inspections. Items inspected are funds, controlled substances, property, computer facilities, firearms control, and access control. Relative criticality and vulnerability as they relate to continuity of operations of the facility are established during the surveys. Every problem or potential problem area is addressed and resolved in a satisfactory manner.

(15) Oversees the Industrial Security Program ensuring that all security requirements are met when contracts are written and contractual employees are hired.

(16) Exercises primary responsibility for control of classified materials including communications security (COMSEC), its handling and storage in order to safeguard employee, FAA, and national security interests.

with applicable policies established or approved by the Administrator.

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activities, and other programs or efforts involving administration assistance, participation, or endorsement.

b. Functions. The Civil Rights Staff:

(1) Develops and recommends to the director center civil rights and equal opportunity programs, standards, and procedures to assure:

(a) Equal opportunity in internal center employment practices (Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e et seq.), Section 501 and 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791, 794, and 794a), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), the Equal Pay Act (enacted as section 6(d) of the Fair Labor Standards Act of 1938, 29 U.S.C. 206(d)), and implementing regulations issued by the Equal Employment Opportunity Commission (29 CFR Parts 1600 through 1691)). In the case of section 504 of the Rehabilitation Act of 1973, implementing regulations are issued for the Department by the Secretary of Transportation (49 CFR Part 27).

(b) That all center programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.).

(c) That technical advice or assistance requested by the Departmental Office of Civil Rights, Office of the Secretary of Transportation (OST), in investigations of alleged or suspected discriminatory practices, be provided by civil rights specialists or other personnel appropriately trained for collateral duties of this nature and supervised by the civil rights specialists regularly assigned to the Civil Rights Staff.

(d) That technical advice and guidance on civil rights matters are provided to center officials and organizations regularly charged with contract responsibilities (other than those assigned to the Secretary of Labor) or with grants-in-aid administration.

(e) That affirmative actions are taken to support total Federal equal opportunity programs.

(f) That employees and employee organizations committed to promoting the agency's policy of equal employment opportunity are given reasonable support and encouragement.

(4) Assures that technical advice and assistance on civil rights matters are provided to center officials and organizations regularly charged with contract administration.

(5) Develops or coordinates the development of all center civil rights and equal opportunity reports and the center input for all national civil rights and equal opportunity reports.

(6) Coordinates all center activities involving assistance to American Indians and exerts positive efforts to bring such activities to the attention of American Indians.

(7) Provides for, and conducts investigations and analyses of, discrimination complaints filed under 29 CFR Part 1613.

(8) Serves as center coordinator of the Historically Black Colleges and Universities (HBCU) Program (Executive Order 12320) to remove barriers, to improve administrative infrastructure, and to provide financial support for HBCU's to increase their capacity to participate in FAA-sponsored programs.

(9) Serves as the center contact point and liaison for employees and employee organizations committed to promoting the agency's policies and programs of equal employment opportunity.

1616. RESERVED.

5. Functions: As the principal element of the FAA Technical Center for resource management, the Resource Management Service provides oversight to the divisions responsible for management of:

(1) The full range of human resource management (HRM) services, including traditional personnel functions and human resource planning, development, and utilization.

(2) The financial management functions of the Technical Center, including budget formulation, accounting services, and financial, resource, and staffing controls.

(3) The FAA Technical Center plant engineering and services functions, including professional architectural and engineering design and consultation services. Provides for monitoring of contract operation of various administrative and plant support facilities.

(4) The FAA Technical Center acquisition and materiel services, including procurement services, the acquisition, storage, and issuance of materiel and supplies.

(5) Management analysis programs, development of the center's Operating Plan, the development and/or participation in local and national management systems, including software development and participation in agency MIS endeavors; and the function of Information Resource Manager.

the FAA Technical Center. Manages the center's medical program.

b. Functions. The Human Resource Management Division:

(1) Manages the interrelated service areas of human resource planning and forecasting, organizational development, staffing and position management, employee and labor relations, human resource development, and employee services at the operational, managerial, and strategic levels.

(2) Collaborates with and represents the Director, FAA Technical Center, and other management officials in all matters relating to human resource management.

(3) Implements FAA established HRM policies and assures compliance with statutory and regulatory requirements and internal policies and program standards.

(4) Reviews and evaluates all phases of HRM services and activities across formal organizational lines.

(5) Provides leadership for HRM systems change.

(6) Promotes and participates in the equal opportunity program by assuring that all HRM and procedural actions taken are consistent with agency equal employment opportunity goals and objectives.

(7) Manages the center's annual Combined Federal Campaign, U.S. Savings Bond Drive, Blood Donor Program, oversight of a Day Care Center, and other special emphasis volunteer programs at the center.

c. Special Delegation. Reserved.

d. Special Relations. Reserved.

1619. RESERVED.

b. Functions. The Financial Management Division:

(1) Formulates, reviews, presents, and executes the center budget. Provides financial management information to the director, service directors, and other key center officials.

(2) Prepares budget estimates, recommending to the director the levels of personnel and fund requirements necessary to accomplish the center mission.

(3) Develops requirements for financial management and budgetary reporting. Designs, installs, and maintains local accounting and budget systems and procedures for the center.

(4) Installs and maintains the agency accounting system as applicable to the center and tenant organizations to provide effective services and accounting control.

(5) Provides financial advice and assistance on proposed and existing contracts, agreements, and other pertinent proposals.

(6) Serves, through the Appraisal and Evaluation Staff, as a focal point for contracts and liaison with the Office of Inspector General and GAO at the center level on all financial aspects.

(7) Provides cashier and disbursement services and administers scheduled airline services and diner's club programs.

c. Special Delegation. Reserved.

d. Special Relations. On behalf of the Director, FAA Technical Center, the Financial Management Division develops and presents the annual center budget and conducts the necessary liaison and coordination with Washington program and developmental offices and services.

b. Functions. The Plant Engineering and Services Division.

- (1) Performs engineering designs in support of long-range master planning and construction and/or modifications of both technical and plant facilities. Directs and/or administers construction or modification projects to ensure long- and mid-range land-use plans for the center.
- (2) Serves as the center's principal liaison for energy conservation.
- (3) Provides professional architect and engineering services.
- (4) Manages, provides services, and/or monitors contract operations for engineering and construction, plant maintenance, mobile equipment, utilities, space management, and telecommunications.
- (5) Manages, provides services, and/or monitors contract operation of photography and audiovisuals, printing and distribution, graphic arts, and mailroom.
- (6) Provides consultation and coordination for the incorporation of environmental and pollution control systems into the design of new and modified facilities.
- (7) Performs, manages, and/or monitors contract operation of the maintenance, modification, and repair of real property and plant operations.
- (8) Monitors the contract for center firefighting, rescue, and security services.
- (9) Manages comprehensive programs in all areas of environmental protection.
- (10) Manages the occupational safety and fire inspection functions.
- (11) Develops, coordinates, and implements the space management program. Provides necessary lessee/lessor coordination required by the agreement between the Government and the Atlantic County Improvement Authority.

technical facility support division in connection with the air traffic control laboratories.

(1) Plans, directs, and coordinates the overall program of contract award and administration for the procurement of personal property, research, test and evaluation, utilities, and facility services in support of all organizations, programs, and the physical plant.

(2) Ensures compliance with contractual specifications and promotes Governmentwide assistance programs concerned with small business, labor surplus, and equal employment opportunity.

(3) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of center contracts. Assists the Office of Accounting in developing responses to protests relating to center procurement actions that are addressed to DOT officials at headquarters, received from Congressional sources, or lodged with GAO.

(4) Evaluates supply systems and procedures providing subject matter expertise toward the elimination, modification, or expansion of new and existing programs.

(5) Plans, directs, and coordinates the overall program for the accountability, provisioning, utilization, and disposal of materiel and Government-furnished property.

(6) Plans, directs, and coordinates supply activities.

(7) Manages the repair and calibration of test equipment and provides related advice and assistance to project managers.

b. Functions. The Management Systems Division:

(1) Plans and conducts a center program for management studies, including specialized organizational management staff assistance.

(2) Provides strategic oversight of the Office of Management and Budget (OMB) initiatives.

(3) Reviews needs and opportunities to improve center operations through the application of information and systems technology and approves ADP acquisitions as the center's Information Resource Manager.

(4) Provides the primary interface, through the Executive Director for System Development, with agency, departmental, and contractual offices for development and implementation of various local and national information resource management programs and management information systems.

(5) Manages the technical program office responsible for the design and development of an agencywide management information system at the operational and executive level.

(6) Provides computer systems analysis and programming support of center administrative management and management information retrieval. Manages and directs systems configuration of management information computer systems.

(7) Plans and designs systems to prevent unauthorized intrusion with ADP systems software/hardware design.

(8) Plans and develops office automation procedures and implementation processes.

(9) Operates and maintains the technical library providing technical information automation, technology transfer, and an FAA Information Center.

(10) Manages the paperwork management and cost reduction programs.

management and control of the Center's multi-user facilities.

b. Functions. As the principal element of the FAA Technical Center for engineering test and evaluation, the Engineering, Test, and Evaluation Service provides direction to the divisions responsible for management of:

(1) The detailed hardware/software engineering in support of NAS automation programs, such as air traffic control system equipments and techniques, weather systems, flight service systems, maintenance systems, advanced automation systems, advanced computer and display systems, and facility structures.

(2) The detailed engineering in support of communications/navigation/surveillance programs, such as communications systems, radar systems, aircraft navigation and guidance systems, aircraft approach and landing systems, aircraft cockpit equipment, and power systems.

(3) The center's multi-user facilities including, but not limited to, NAS, air traffic control (ATC) related laboratories, research and development aircraft laboratories, technical laboratories, frequency management, test equipment, range facilities, and general technical support facilities.

(4) Supports the development of test requirements and guidelines for the accomplishment of test and evaluation of National Airspace System (NAS) subsystems, and research and development programs, validates test results, and supports NAS design and transition design.

structures.

b. Functions. The Automation Division:

(1) Applies, with regard to the mission statement, scientific or other specialized knowledge to create new or substantially improved equipment, system materials, techniques, and procedures that perform needed functions. Performs developmental work in the design and/or creation of end products to meet levied requirements.

(2) Plans and conducts laboratory hands-on engineering and field projects toward determining the feasibility, adequacy of design, compatibility and integration with system elements, responsiveness to stated requirements operational characteristics, and limitations of air traffic systems, procedures, facilities, devices, and equipment.

(3) Plans and conducts tests and evaluations of specified systems (aviation systems, subsystems, equipment, devices, materials, concepts, and procedures) at any phase in their evolution from development to acceptance and field site implementation, including design competition runoffs.

(4) Plans and conducts analyses, tests, and simulations on systems and procedures under development to determine adequacy of design and compatibility with existing and planned system elements.

(5) Provides the human factors engineering capabilities required to support the division programs with the primary objective of improving aviation safety and efficiency.

(6) Defines, in concert with the Communications, Navigation, and Surveillance Division, requirements and provides support for the development of the FAA Technical Center NAS test-bed.

functions.

(9) Performs requirements analyses and system integration analyses to support technical program definition, long-range planning, and establishment of NAS design requirements.

(10) Provides criteria for development of standards for test programs (test plans, test conduct, test documentation, and test program evaluations).

c. Special Delegation. Reserved.

d. Special Relations. Reserved.

landing systems, aircraft cockpit equipment, and power systems.

b. Functions. The Communications, Navigation, and Surveillance Division:

(1) Applies, with regard to the mission statement, scientific or other specialized knowledge to create new or substantially improved equipment, system materials, techniques, and procedures that perform needed functions. Performs developmental work in the design and/or creation of end products to meet levied requirements.

(2) Plans and conducts laboratory hands-on engineering and field projects toward determining the feasibility, adequacy of design, compatibility and integration with system elements, responsiveness to stated requirements operational characteristics, and limitations of air traffic systems, procedures, facilities, devices, and equipment.

(3) Plans and conducts tests and evaluations of specified systems (aviation systems, subsystems, equipment, devices, materials, concepts, and procedures) at any phase in their evolution from development to acceptance and field site implementation, including design competition runoffs.

(4) Plans and conducts analyses, tests, and simulations on systems and procedures under development to determine adequacy of design and compatibility with existing and planned system elements.

(5) Provides the human factors engineering capabilities required to support the division programs with the primary objective of improving aviation safety and efficiency.

(6) Defines, in concert with the Automation Division, requirements and provides support for the development of the FAA Technical Center NAS test-bed.

(7) Demonstrates the technical and operational capabilities of systems, equipment, and procedures to other agencies and private user organizations.

(8) Provides expert advisory services and agency representation at national and international conferences and meetings with members of other governments, Government agencies, and private industry relating to the division's functions.

(9) Designs, develops, and/or monitors the development of hardware and software for the purpose of enhancing or replacing NAS functions.

(12) Develops spectrum-related guidelines for installing various types of NAS facilities.

(13) Provides criteria for development of standards for test programs (test plans, test conduct, test documentation, and test program evaluation).

c. Special Delegation. Reserved.

b. Functions. The Technical Facilities Division:

(1) Designs, manages, operates, maintains, configures, modifies, and enhances the center's multi-user NAS ATC automation and simulation laboratories; multi-user surveillance navigation and communications facilities; and multipurpose automatic data processing (ADP) facilities.

(2) Manages, modifies, and operates the research and development aircraft assigned to the FAA Technical Center. Also provides required support for the FAA research and development, regional, and flight inspection aircraft based at the center and provides services for visiting aircraft as required.

(3) Manages and coordinates all matters pertaining to the assignment and utilization of radio frequencies used in project support and other special activities.

(4) Manages, operates, and maintains the range instrumentation facility.

(5) Develops long- and mid-range laboratory plans including the development of proposals for adjustments in level and allocations of resources for technical facilities.

(6) Provides expert advisory service and agency representatives at national and international conferences and meetings with members of other governments, government agencies, and private industry relating to the functions.

c. Special Delegation. Reserved.

d. Special Relations. The Technical Facilities Division is responsible for space management of the ATC laboratories computer complex and related office space. The Plant Engineering and Services Division is responsible for all other centerwide space management.

1631.-1639. RESERVED.

analysis for future technical areas relevant to the center's mission, under the technical direction of the headquarters sponsor.

b. Functions. As the principal element of the FAA Technical Center for Engineering, Research, and Development, the service provides oversight to the divisions responsible for:

(1) Conducting the programs of research, development, test, and evaluation for assigned airport technology programs.

(2) Conducting the programs of research, development, test and evaluation, and demonstration efforts in aircraft safety.

(3) Providing the FAA Technical Center focal point for the agency's assessment of the application of emerging technological concepts to future ATC systems, aircraft, and airport environments.

(4) Conducting progress of research, development, test, and evaluation in aviation security.

b. Functions. The Airports Division:

(1) Conducts research, development, test, and demonstration efforts as assigned in the area of airport technology. This includes programs and projects relating to airport capacity enhancements, design, and configuration; runway traction, lighting, and marking (airport and vertiport); crash-fire rescue; and access/egress.

(2) Serves as primary technical resource to support the FAA/industry airport capacity enhancement task force committees and airport capacity/delay computer modeling capabilities.

(3) Conducts research, development, test, and evaluation appropriate for protection of people and property in the air transportation system against criminal violence and hijacking; develops prototype systems and devices which address current requirements in screening people, baggage, and cargo; and conducts applied research to advance technologies applicable to detection of explosives and prevention of hijacking.

(4) Monitors programs in coordination with program sponsors of other Government agencies and organizations engaged in similar activities to forestall duplication of efforts and to gain the benefit of their output in FAA programs.

(5) Provides expert advisory service and agency representation at national and international conferences and meetings with members of other government agencies and private industry relating to the division's functions.

c. Special Delegation. Reserved.

d. Special Relations. In responding to requirements of the Office of Civil Aviation Security, the division is the technical lead to support the role of FAA as the lead agency (per Public Law 93-366) for explosive detection and serves as the focal point for technological exchanges in the security arena with other Government agencies.

b. Functions. The Aviation Safety Division:

(1) Plans and carries out, in conjunction with the sponsoring organization, research, development, test, evaluation, and demonstration efforts in the areas of improving safety and utility of fixed-wing and rotorcraft flight operations.

(2) Plans and conducts approved efforts for aircraft safety concepts including structural airworthiness, crashworthiness, modified fuel, cabin fire safety, engine/fuel safety, evacuation systems, and flight safety.

(3) Works with the appropriate agency organizations to identify and determine needs for aircraft safety development and study efforts in support of agency responsibilities for improved aircraft operation, certification standards, and safety rules and conducts necessary research, development, and test programs.

(4) Conducts evaluation and experimental programs to determine the relationship of the aircraft performance with the pilot and the environment to establish criteria for vehicle design and operation.

(5) Provides technical support in the conduct of aircraft accident investigations and analysis.

(6) Monitors programs of other Government agencies and organizations engaged in similar activities to forestall duplication of efforts and to gain the benefit of their output in FAA programs.

(7) Provides expert advisory service and agency representation at national and international conferences and meetings with members of other government agencies and private industry relating to the division's functions.

c. Special Delegation. Reserved.

d. Special Relation. Reserved.

simulated environments to determine technical and operational performance suitability. Using state-of-the-art modeling, simulation, and analysis tools investigates advanced aviation concepts, procedures, and systems, assessing the suitability for inclusion in future operational ATC and aviation environments.

b. Functions. The Concepts Analysis Division:

(1) Plans and conducts analytical, simulation, and modeling programs to research, test, and validate the technical and operational suitability of advanced aviation concepts for future ATC, aviation, aircraft, and airport systems. Determines feasibility, adequacy of design, compatibility with known future and current system elements, responsiveness to stated requirements, operational characteristics, cost/benefit, and limitations. Determines the merit of proposals considering the impact to the ATC and aviation systems and other agency development programs under consideration.

(2) Develops/translate advanced aviation concepts into analytical/logical models for analysis, test, and validation. Analyses result in criteria for system factors such as safety/capacity, controller/pilot workload, and cost/benefit to the overall aviation system.

(3) Conducts analyses leading to the development of air traffic system performance measures, criteria, and standards. Applies results to forecasted traffic scenarios to determine required ATC system improvements in domestic/international airspace.

(4) Plans for, develops, and operates the agency's advanced concepts laboratory, a state-of-the-art simulation laboratory capable of simulating the operational ATC environment. Plans and conducts a program of research and development simulation of advanced ATC concepts to determine feasibility/suitability for the operational ATC environment of the future.

(5) Conducts a program of human factors/engineering analyses to determine the system impact of the unique man/machine relationships inherent in the aviation system environment. Conducts analyses to determine relative impact of man/machine error, workload capacity, communications, proficiency, systems design, etc.

(6) Provides expert advisory service and agency representation at national and international conferences and meetings with members of other Government agencies and private industry relating to the division's functions.

1643.-1649. RESERVED.

b. Functions. The Office of Research and Technology Applications:

(1) Provides leadership in directing, coordinating, and monitoring the planning and execution of scientific and engineering development program efforts consistent with the center's functional organization and technical resources.

(2) Acts as the focal point for center participation in national and international scientific groups concerned with aviation research and development, such as the Small Business Innovative Research Program.

(3) Maintains liaison with elements within and outside the agency that conduct research and development applicable to aviation.

(4) Acts as the center's focal point and liaison for the University Research Program.

(5) Evaluates new technologies, promotes the transfer of those with commercial potential, and makes laboratory resources more available to those outside the laboratory.

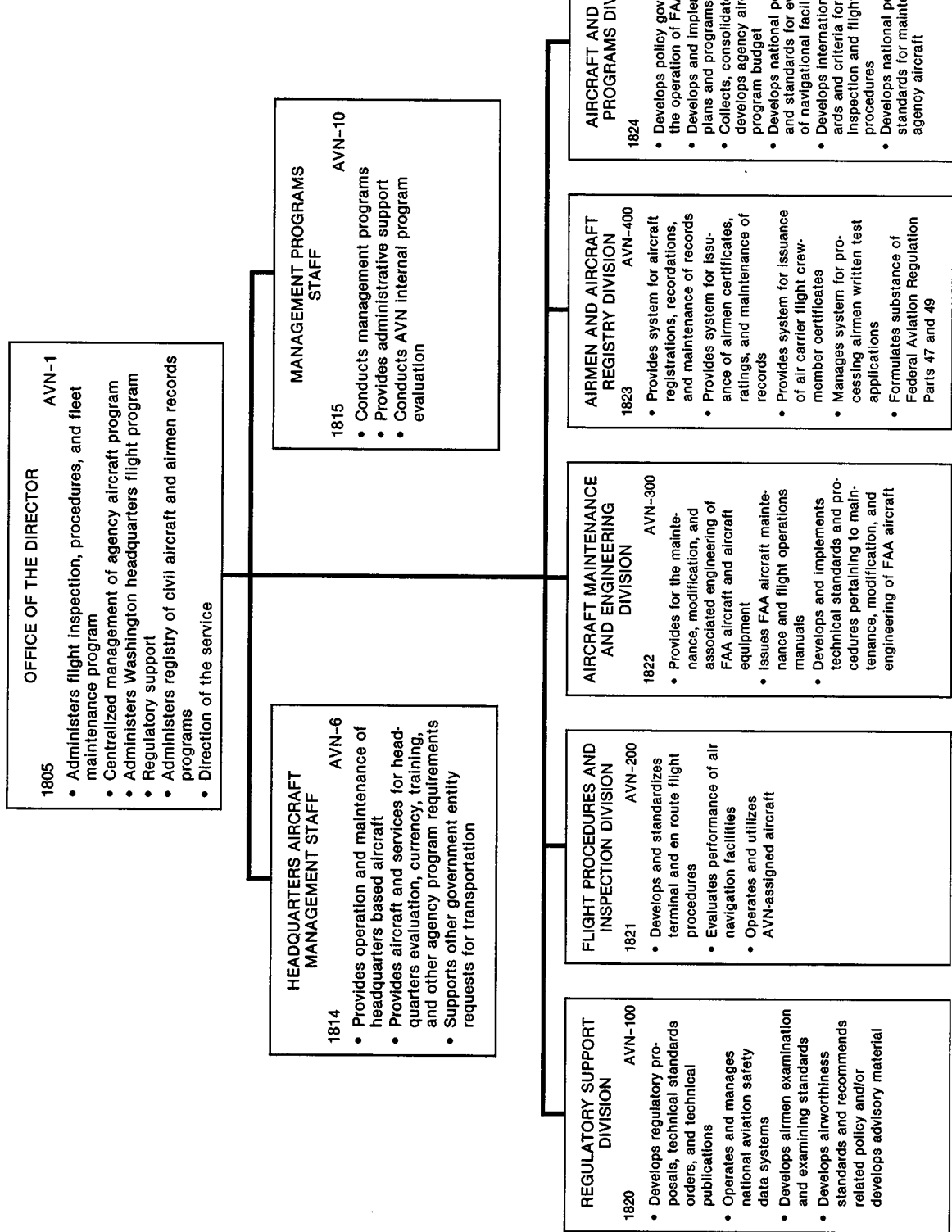
(6) Participates with regional, State, and local government programs to transfer technology.

(7) Acts as the FAA focal point for technology transfer.

1651.-1699. RESERVED.

CHAPTER 18. AVIATION STANDARDS NATIONAL FIELD OFFICE

AVIATION STANDARDS NATIONAL FIELD OFFICE



1801. FUNCTIONAL ORGANIZATION. The functional organization structure of the Aviation Standards National Field Office is shown in figure 18-1.

1802. FUNCTIONS.

a. The office is responsible for:

- (1) Flight inspection of air navigation facilities.
- (2) Flight procedures development.
- (3) FAA aircraft operations and maintenance and the development and utilization of the FAA aircraft fleet.
- (4) U.S. civil aircraft registry.
- (5) Airmen certificates, ratings, and records.

b. With respect to the foregoing, the office:

- (1) Develops and recommends national policies for issuance by the Administrator.
- (2) Develops and issues guidance, procedures, practices, and program plans consistent with national policies.
- (3) Directs and manages, through the Flight Inspection Field Offices, the conduct of the worldwide programs for the in-flight inspection of air navigation facilities.
- (4) Develops and processes new and revised terminal and en route procedures.
- (5) Performs or arranges for the performance of maintenance, modification, and associated engineering (except engineering and modifications associated with FAA Technical Center R&D requirements; however, final airworthiness release authority of the aircraft will remain with the Aviation Standards National Field Office) of FAA aircraft, avionics, and related equipment.

(8) Recommends budget levels for formulation of decision packages on national programs, and recommends allocations of appropriated resources based on review of the regional response to the call for estimates and quarterly review information.

(9) Provides for FAA aircraft operations and maintenance at the Washington Hangar 6 facility.

(10) Conducts final review and issues certificates and ratings to airmen and maintains the airmen records.

(11) Maintains and operates the civil aircraft registry for registration of civil aircraft and the recordation of conveyances and encumbrances thereon.

(12) Develops justification and formulates the substance of new or amended Federal Aviation Regulations and supplementary regulatory material pertaining to aircraft registration and recording of aircraft titles and security documents covered by FAR Part 47 and FAR Part 49.

c. Provides regulatory and standards development support to other elements reporting to the Executive Director for Regulatory Standards and Compliance by carrying out projects relating to the establishment of standards, developing airman written examinations, managing and analyzing national safety data systems, conducting special engineering studies, and preparing technical reports and publications.

d. Develops and submits budgetary and fiscal requirements for the Aviation Standards National Field Office.

1803.-1804. RESERVED.

functions and responsibilities subject to:

- (1) Agency policies, standards, and procedures.
- (2) The technical guidance of other offices and services.
- (3) Limitations prescribed by the Associate Administrator for Aviation Standards.
- (4) The limitations prescribed in paragraph 1806.

b. Obtains guidance from Washington headquarters when agency standards and procedures have not been established. In the event of conflict or contradiction between or among objectives, policies, technical or professional standards, guidance, and procedures, the director shall report such problems to the appropriate level in the agency. In the event of conflict between these and the director's own delegated authority, the director shall first attempt to resolve the conflict with the issuing authority; if the matter is not satisfactorily resolved, the director will refer the problem to the Associate Administrator for Aviation Standards. Pending resolution, or in the event of an emergency, the director is authorized to take such action as in the director's good judgment is necessary and consistent with agency interest, objectives, and policy. Regardless of the director's authority, the director may submit any matter to Washington headquarters for advice, decision, or action, and the director should do so when in the director's judgment a matter is of sufficient significance to warrant such attention.

c. Acts for the Associate Administrator for Aviation Standards on all matters, both within and outside the agency, concerning the care, operation, maintenance, and protection of the aircraft that are under the director's authority.

d. Represents the Associate Administrator for Aviation Standards on all matters within the jurisdiction of AVN in conferences and meetings with the public, other departments and agencies of the Government, State and local officials, and on interagency committees.

1806. LIMITATIONS ON DELEGATIONS OF AUTHORITY. In exercising delegated authority, the director is subject to the same limitations as prescribed for the regional administrators in paragraphs 221 and 222 of this order, where they apply.

b. Maintains close working relations with the Air Traffic Operations, Flight Standards, Systems Maintenance, and Program Engineering Services in recognition of the common interest in flight inspection activities, flight procedures establishment, and minimum airborne equipment requirements, and the airmen written test and airmen certification programs.

c. Maintains close working relations with regions and centers on matters pertaining to the maintenance of regional and center aircraft and flight inspection/flight procedures development.

d. Maintains a close working relationship with the Office of International Aviation in connection with flight inspection services and airmen and aircraft informational and advisory services for foreign governments and international organizations.

e. Maintains close working relations with other offices reporting to the Executive Director for Regulatory Standards and Compliance in connection with assigned special projects supporting national program requirements.

f. Maintains liaison with national defense organizations to provide flight inspection and procedures service to such organizations.

g. Maintains close working relations with the Office of Rulemaking, the Office of the Chief Counsel, and the assistant chief counsels on matters relating to rulemaking responsibilities for FAR Parts 47 and 49 and enforcement actions on airmen and aircraft.

h. Maintains close working relations with the Flight Standards field offices on matters pertaining to airmen written test, airmen certification, aircraft registration, and aircraft airworthiness information.

i. Maintains close working relations with the Office of Program and Resource Management on matters pertaining to automation in connection with the Aviation Safety Analysis System.

1808.-1809. RESERVED.

Government agencies.

b. Assures that assigned programs are administered in accordance with agency policies, standards, systems, and procedures and is responsible to the Associate Administrator for Aviation Standards for achieving prescribed program objectives and goals.

c. Provides for effective evaluation of program performance and ensures the adequacy of followup to secure correction of deficiencies.

d. Assures that all elements of the Aviation Standards National Field Office participate constructively in the FAA Equal Employment Opportunity Action Plan and in equal employment opportunity planning for the future.

e. Provides leadership and direction in the planning, management, and control of office activities.

f. Provides for FAA aircraft operations and maintenance activities at the Washington Hangar 6 facility.

g. Provides for the centralized management of the agency aircraft program.

h. Provides regulatory support to other elements reporting to the Executive Director for Regulatory Standards and Compliance.

1811. DEPUTY DIRECTOR. Participates with and assists the director in the overall planning, direction, and control of the Aviation Standards National Field Office programs.

1812. WASHINGTON LIAISON STAFF. Represents the director in Washington headquarters in coordinating AVN programs with other AXR offices, the Office of the Administrator, and the Office of the Secretary of Transportation.

(1) Develops and recommends plans and programs to provide aircraft and services to facilitate headquarters evaluation, currency, and training requirements.

(2) Provides aircraft and services for other agency programs and supports those requests for transportation of other government entities as directed by FAA management.

(3) Coordinates and schedules Hangar 6 and other market rental aircraft to support the headquarters flight and other programs, as directed.

(4) Develops course materials and coordinates plans and schedules to conduct initial and recurrent flight training for headquarters and field personnel on aircraft based at Hangar 6.

(5) Maintains a control and recordkeeping system to manage the use of resources, schedules required airworthiness inspections and maintenance, maintains pilot records that reflect activity and proficiency levels, and provides pertinent information to develop fiscal programs and budget estimates.

(6) Conducts a periodic analysis of flight schedules and aircraft utilization to achieve maximum use of resources. Prepares quarterly report for FAA management with recommendations for improvement.

(7) Develops and administers the Hangar 6 security program to control access to the hangar and Washington National Airport and to ensure the security of all aircraft operated from the Hangar 6 facility.

(8) Maintains operational control over FAA Hangar 6 aircraft thorough scheduling, dispatch, and flight following. This ensures that information pertaining to aircraft and crew status is immediately available to the Manager, Headquarters Aircraft Management Staff.

(1) Establishing AVN requirements and criteria pertaining to management programs including organization, staffing, human resource management, training, and administrative support.

(2) Developing, implementing, and administering staff support systems and procedures to facilitate the management and control of AVN administrative programs.

(3) Developing and conducting the internal AVN evaluation program.

b. With respect to the foregoing, the staff:

(1) Advises and assists the director and other principal officials, managers, and supervisors, on matters of human resource management and administration regarding AVN activities.

(2) Administers AVN's responsibilities under agency personnel and training policies and provides leadership in the development of supplementary AVN programs within the framework of national and local human resource management requirements and priorities.

(3) Provides leadership, direction, guidance, and assistance on administrative management programs to the divisions within the AVN complex.

(4) Conducts studies, coordinates the development of, and assists in the conduct of, management programs for organizational effectiveness, position management, personnel management, personnel development, employee relations, Office of Workers' Compensation Program, and incentive awards.

(5) Develops the AVN Human Relations Program Plan and provides the mechanism to ensure timely implementation, including coordination with national and local human relations program committees and associated personnel.

(6) Develops and coordinates the implementation of the AVN Equal Employment Opportunity/Affirmative Action Program and other special emphasis programs and provides progress reports and feedback to the director and other personnel responsible for the conduct of these programs.

(7) Provides the focus for consultation and coordination between AVN, other Washington headquarters elements, regions, and centers on human resource management matters and initiates special projects to identify and resolve organizational, functional, or human relations problems.

(9) Integrates human resource development requirements to complement the long-range NAS program objectives by developing and consolidating the AVN training call for estimates and providing the focal point for technical and management training.

(10) Provides administrative support and tracking of all AVN projects which are assigned to the AVS/AVN resume system.

(11) Provides administrative assistance to the office of the director and editorial assistance to the divisions regarding internal and national directives and other publications.

(12) Provides the central services and focus necessary for coordination and control of AVN paperwork and administrative management activities including forms, records, reports, directives, and other publications.

(13) Manages the AVN internal program evaluation system, plans and directs onsite evaluations, and administers a feedback and followup system to facilitate timely and responsive action on evaluation results.

(14) Coordinates requirements and consolidates, develops, maintains, and supports the implementation of the AVN responsibilities to the Information Resource Management Plan in support of national objectives.

(15) Serves as the AVN focal point for all activities associated with OMB Circular A-123 and with OIG, GAO, etc., audits.

(16) Directs all other administrative management activities.

1816.-1819. RESERVED.

(2) Operation and management of national aviation safety data systems.

(3) Development of airmen examination and examining standards.

(4) Development of airworthiness standards and recommendation of related policy and/or development of advisory material.

b. With respect to the foregoing, the division:

(1) Provides regulatory and standards development support to other offices under the direction of the Executive Director for Regulatory Standards and Compliance.

(2) Conducts assigned projects and studies relating to the development of standards, regulatory proposals, technical standard orders, and technical publications.

(3) Conducts preliminary technical analyses, processes violation and accident/incident reports, and prepares final studies and reports.

(4) Conducts preliminary analyses, processes data, and conducts and issues studies on mechanical discrepancies reported on civil aviation products.

(5) Develops and maintains airmen examinations and examining standards and prepares associated study guides, manuals, and internal directives.

(6) Reviews regional input for engineering and manufacturing publications, including Type Certificate Data Sheets, Supplemental Type Certificate Summaries, Parts Manufacturer Approval Listings, Technical Standard Order Indexes, Designated Engineering Representatives Listings, Airworthiness Directives, Airworthiness Directives Summaries, and Airworthiness Directives biweekly lists and prepares and maintains the publications in accordance with established schedules.

(2) Certification and quality assurance of performance of air navigation facilities.

(3) Operation and utilization of AVN-assigned aircraft.

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials and serves as a central point of contact on matters appropriate to the national level.

(2) Maintains liaison with national defense organizations to assure fulfillment of FAA responsibilities for providing flight inspection and procedures service to such organizations.

(3) Exercises line authority over all Flight Inspection Field Offices (FIFO).

(4) Directs the overall operation of the domestic and international flight inspection and procedures program.

(5) Provides the central point of coordination for execution of flight inspection, logistics, flight procedures, and FIFO line maintenance except at Oklahoma City and Atlantic City.

(6) Directs the development and standardization of all FAA-originated instrument flight procedures, including standard and criteria (except air traffic procedures).

(7) Conducts operational liaison with appropriate regional Airway Facilities and Air Traffic organizations and with military organizations.

(8) Develops, implements, operates, and maintains the Instrument Approach Procedures Automation (IAPA) System.

(9) Develops, maintains, and controls an international comprehensive navaid facility/airports data and instrument procedures data base which supports all flight inspection and instrument procedures programs.

(10) Provides international guidance and control of all magnetic radial alignment within the National Airspace System.

technical authority over the FIFO line maintenance functions and is authorized to deal directly with the Line Maintenance Section on all technical matters relating to aircraft and avionics equipment.

with AVN) of FAA aircraft, avionics, and related equipment.

(2) Issuance of FAA aircraft maintenance and related flight operations publications.

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials and serves as a central point of contact on matters appropriate to the national level.

(2) Performs or arranges for the performance of maintenance, modification, overhaul, and associated engineering of FAA aircraft, avionics, and related equipment at all AVN locations.

(3) Monitors and evaluates fleet maintenance systems and makes adjustments, as needed.

(4) Develops and implements technical standards and procedures pertaining to maintenance, modification, and engineering of FAA aircraft.

(5) Provides engineering and technical maintenance direction for all FAA aircraft.

(6) Prepares, maintains, and issues maintenance and related flight operations publications.

(7) Executes projects to develop and evaluate aircraft systems used in the evaluation, measurement, and quality assurance of navigational aid performance.

(8) Provides transportation of aircraft parts and supplies required to maintain agency aircraft.

(9) Exercises line authority over the Atlantic City Aircraft Services Branch located at the FAA Technical Center.

(10) Exercises technical authority over the AVN field line maintenance functions.

equipment. Makes final determination on airworthiness decisions not specifically covered by the standards for the FAA fleet.

(1) Each FIFO Line Maintenance Section Supervisor reports administratively to the FIFO manager who exercises administrative authority on personnel management matters.

(2) The Aircraft and Avionics Maintenance Branch Supervisor reports administratively to the Manager, Headquarters Aircraft Management Staff, who exercises administrative authority on personnel management matters.

(3) The Aircraft Maintenance and Engineering Division exercises technical authority over all line maintenance functions and is authorized to deal directly with the FIFO Line Maintenance Sections and the Hangar 6 Aircraft and Avionics Maintenance Branch on all technical matters relating to aircraft and avionics equipment.

(2) Development of national regulatory standards and procedures relating to civil aircraft registration and recordation.

(3) Development, operation, and management of the agencywide system for review and issuance of airmen certificates and ratings and the maintenance of all related official airmen records for the agency.

b. With respect to the foregoing, the division:

(1) Establishes, maintains, and operates systems for the registration of civil aircraft and the recordation of conveyances and encumbrances thereon.

(2) Determines the need for, develops the justification for, and formulates the substance of new amended Federal Aviation Regulations and supplementary regulatory material pertaining to aircraft registration and recording of aircraft titles and security documents covered in FAR Part 47 and FAR Part 49.

(3) Establishes, maintains, and operates a system for processing written test and airmen applications.

(4) Provides a comprehensive system for the final review and issuance of certificates and ratings of airmen and establishes, maintains, and operates the airmen records system.

(5) Provides technical advice and assistance to the regions, other Government offices, and the public.

(6) Provides liaison activities with counterparts in foreign governments to ensure conformance with treaty obligations.

(7) Provides staff assistance to the director on all matters pertaining to the administration and operation of the program of the registry.

(8) Provides a system for review, approval, and issuance of certificates used by air carrier flight crewmembers as passports in accordance with the ICAO treaty.

aircraft registration, and aircraft airworthiness information.

(3) Maintains close working relations with the Office of the Chief Counsel and the assistant chief counsels on matters pertaining to enforcement actions on airmen and aircraft.

(4) Maintains close working relations with the Office of International Aviation in connection with airmen and aircraft informational and advisory services provided to foreign governments and international aviation organizations.

(5) Maintains close working relations with the Office of Rulemaking in connection with the division's rulemaking responsibilities for FAR Parts 47 and 49.

(6) Maintains close working relations with the Office of Program and Resource Management on matters pertaining to automation in connection with the Aviation Safety Analysis System.

(1) Providing the locus for the agency's centralized oversight management and administration for the efficient use of agency aircraft program resources and developing, recommending, and maintaining the policy and management procedures for the operation of FAA aircraft.

(2) Coordinating, consolidating, developing, and assisting in the implementation of the AVN plans and programs supporting the short-and long-term strategic plans in accordance with agency goals and objectives.

(3) Collecting and consolidating the AVN and agency requirements and developing the annual budget submissions to support the total aircraft program regarding headquarters, regional, and center requirements.

(4) Conducting special projects for accomplishment of internal and external studies of aircraft program and major system acquisitions which may have agencywide impact.

(5) Developing and recommending national policy and standards for evaluation of navigational systems.

(6) Developing and recommending international standards and criteria for flight inspection and flight procedures.

(7) Developing and recommending national policy and standards for the maintenance of agency aircraft.

b. With respect to the foregoing, the division:

(1) Advises the director, the Associate Administrator for Aviation Standards, and other principal officials, on matters of the agency aircraft program appropriate to the national level and is the centralized focus for these activities within the Aviation Standards National Field Office.

(2) Coordinates the development of and recommends national policies, procedures, systems, and standards governing the operation of agency aircraft and the minimum qualifications of flight crewmembers.

(3) Coordinates operational requirements and determinations on types and numbers of aircraft and related equipment required to meet agency objectives in the various aircraft programs and evaluates user requests for allocation of aircraft resources.

(6) Coordinates requirements and consolidates, develops, maintains, and supports the implementation of the AVN responsibilities to the AVS long-term strategic plans including the NAS, R&D, DOD, etc., in support of national and international objectives. This includes the 3- and 5-year and longer-term plans.

(7) Develops and issues program guidelines and standards (staffing, flight-hours, etc.) for use by AVN, other Washington headquarters elements, regions, centers for planning, programming, and budgeting purposes associated with aircraft program activities and assists in the determination of flight program human resource requirements by use of planning guidelines.

(8) Consults with other organizational elements of AVN, other Washington headquarters components, regions, and centers in the determination of aircraft and related equipment requirements and assists in the planning and development of agency programs.

(9) Conducts continuous liaison with the aviation industry, aircraft related equipment manufacturers and DOD regarding availability and acquisition of aircraft program resources and provides recommendations as appropriate.

(10) Provides the agency focal point for the coordination, consolidation, development, submission, and execution of budget and fiscal requirements for the total AVN functional programs and the agency aircraft and related equipment program.

(11) Serves as the focal point for all activities associated with OMB Circulars A-76 and A-126 (special projects or special assistance).

(12) Accomplishes special project and major systems acquisitions associated with strategic plans that may have agencywide impact and/or are not assignable to another specific organizational element.

(13) Establishes and manages a comprehensive program for the evaluation of agency aircraft program activities.

(14) Conducts the AVN Flight Safety Program which provides for evaluation of FAA flight program performance and correction of deficiencies.

in coordination with the Office of International Aviation.

(17) Provides consultation and coordination between the Flight Procedures Inspection Division and other Washington headquarters elements on policy and international activities to resolve flight procedures and inspection problems.

(18) Directs and coordinates the development and standarization of technical training to support the national flight inspection/procedures mission.

(19) Develops and revises Part 1 of Order 4100.24, FAA General Maintenance Manual.

(20) Develops acceptance profiles for new aircraft being added to the FAA fleet.

(21) Prepares standards and procedures related to the operation and protection of agency aircraft.

(22) Develops policy for the procurement, development, revision, and distribution of agency aircraft operations manuals which include: Operation Alert Directives, Aircraft Checklists, Minimum Equipment List, and other supplemental instructions for each type of FAA aircraft.

c. Special Relations. The division maintains a special relation with all users of agency aircraft program resources, including the centers and regions, in addition to those special relations required with the Office of the Secretary of Transportation and other Federal agencies.

paragraph in Chapter 2, Basic Regional Organization. The paragraph starts on a new page and is divided into subparagraphs as follows:

- a. Mission
- b. Structure
- c. Functions.
- d. Special Delegations. (Used only as necessary)
- e. Special Relations. (Used only as necessary)
- f. Subordinate Organization.

2. The paragraph contains mission and functions statements. Other subparagraphs are optional.

3. A separate chapter has been reserved for each region to show differences from the basic organizational structure. The chapter number and title are centered on the first, odd-numbered page; a chart down to the branch level is on the second page, on the back on the chapter title sheet.

4. The first paragraph (GENERAL) of the chapter summarizes the deviations from the basic organization as well as additional responsibilities.

5. Succeeding paragraphs are numbered so that the last two digits match the last two digits of the comparable paragraph in chapter 2. For example, paragraph 245 in the basic organization covers the Management Systems Division; as illustrated in the ABC Region, Chapter 88, the Management Systems Division is covered by paragraph 8845. When the deviation involves an element separate and distinct from the standard elements, an open unmatching paragraph number is used. For example, in chapter 88, paragraph 8837 would be used for the Evaluation Staff as the matching paragraph in chapter 2 (238) is open.

6. In those instances in which the functional statement for an element differs extensively from the basic functional statement, the entire statement is used. In other instances, the differences are identified by reference to specific paragraphs and subparagraphs.

as described in this chapter.

a. The planning and appraisal functions are assigned to the Planning and Appraisal Staff.

b. The Management Systems Division (paragraph 245) performs the additional functions described in paragraph 8845.

c. The flight standards functions are assigned to two separate divisions. The Aircraft Engineering Division is responsible for the certification of type design, production, and original airworthiness of aircraft, engines, propellers, appliance, and replacement parts. The Flight Standards Division is responsible for the other functions assigned to the basic Flight Standards Division.

8801. STRUCTURE. The structure of the ABC Region is shown in figure 88-1.

b. Structure. The organizational structure of the Management Systems Division is shown in figure 88-1.

c. Functions. In addition to the functions prescribed in paragraph 245, the division:

(11) Manages the regional word processing program.

(12) Provides staff support to the director in managing the regional Area/Local Coordinator Program.

(13) Administers the regional programs in support of the Privacy Act and Freedom of Information Act.

(14) Administers the Regional Goals and Objectives Program.

(15) Evaluates the effectiveness of assigned programs and functions throughout the region.

(16) Acts as the lead organization for position management within the region.

(17) Administers the region's Conference Management Program.

1. NEW ENGLAND REGION.

a. Regional Office. Burlington, Massachusetts.

b. Geographical Areas of Responsibility. States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont and that portion of the Atlantic Ocean in which domestic offshore control is exercised by air traffic control facilities of the New England Region.

2. EASTERN REGION.

a. Regional Office. Jamaica, New York.

b. Geographical Areas of Responsibility. States of Delaware, New York, New Jersey, Pennsylvania, Maryland, Virginia, and West Virginia; the District of Columbia; Canada, east of 100 west longitude; all of Canada for purpose of certification of foreign-made aircraft and components; and Greenland and Bermuda, excluding flight inspection; and that portion of the Atlantic Ocean in which domestic offshore control is exercised by air traffic control facilities of the Eastern Region.

3. GREAT LAKES REGION.

a. Regional Office. Des Plaines, Illinois.

b. Geographical Areas of Responsibility. States of Illinois, Indiana, Michigan, Minnesota, North Dakota, South Dakota, Ohio, and Wisconsin.

4. SOUTHERN REGION.

a. Regional Office. Atlanta, Georgia.

b. Geographical Areas of Responsibility. States of Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi, the Caribbean area, South America, Central America (excluding Mexico), Panama, and that portion of the Gulf of Mexico and Atlantic Ocean in which domestic offshore control is exercised by air traffic control facilities of the Southern Region.

c. FAA International Offices. Miami, Florida, and Rio de Janeiro, Brazil.

Texas, Oklahoma, and New Mexico; Mexico and that portion of the Gulf of Mexico covering the Oceanic Control Area and the domestic offshore control area under control of air traffic facilities located in the Southwest Region.

6. CENTRAL REGION.

- a. Regional Office. Kansas City, Missouri.
- b. Geographical Area of Responsibility. States of Iowa, Kansas, Missouri, and Nebraska.

7. NORTHWEST MOUNTAIN REGION.

- a. Regional Office. Seattle, Washington.
- b. Geographical Areas of Responsibility. States of Colorado, Idaho, Montana, Oregon, Utah, Washington, and Wyoming; the designated oceanic area within the Oakland Flight Information Region that is north of a line drawn from the intersection of the southern boundary of Oregon and the coastline to the northeast corner of the Honolulu Flight Information Region; Canada west of 100 west longitude, excluding certification of foreign-made aircraft and components within this geographic area.

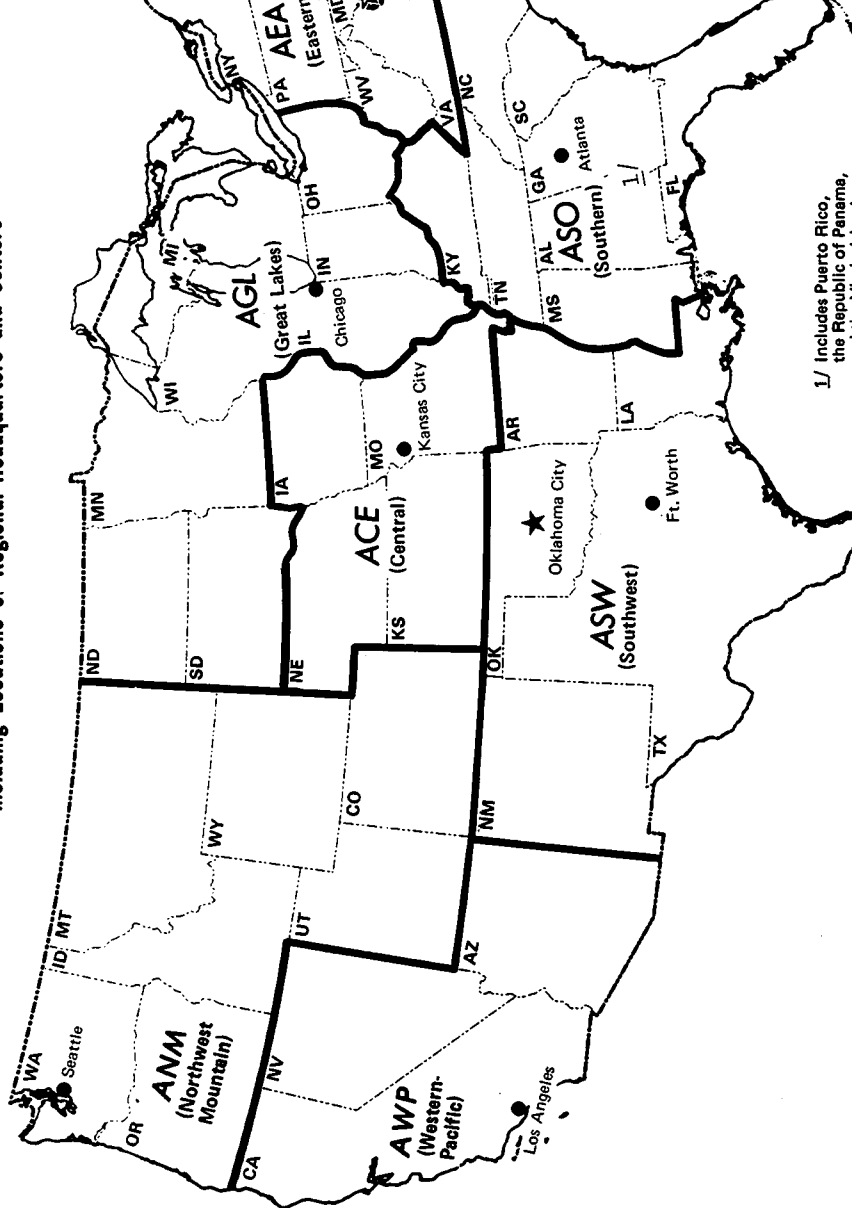
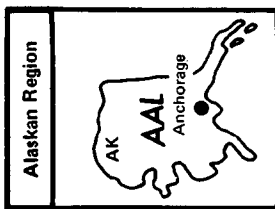
8. WESTERN-PACIFIC REGION.

- a. Regional Office. Los Angeles, California.
- b. Geographical Areas of Responsibility. States of Arizona, California, Hawaii, and Nevada; the Pacific and Asian countries east of the 90 degree east longitude, including the People's Republic of China and excluding the Union of Soviet Socialist Republics.

9. ALASKAN REGION.

- a. Regional Office. Anchorage, Alaska.
- b. Geographical Areas of Responsibility. State of Alaska and the oceanic area within the Anchorage Flight Information Region, including the Arctic offshore area (control 1485) and the Arctic Control Area/Flight Information Region.

U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
FAA REGIONAL BOUNDARIES
 Including Locations of Regional Headquarters and Centers



1/ Includes Puerto Rico, the Republic of Panama, and the Virgin Islands

